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ABSTRACT

This guide presents state policies and procedures for all types of off-campus instruction delivered by Colorado institutions. Instruction may be offered at off-campus locations, at other institutions' campuses, or delivered to students via the mails or electronic media. Part A provides an introduction, while Part B considers general policies concerning institutional responsibility, reporting and accountability, tuition and fees, student qualifications and services to students, faculty standards, quality control in program and course approval, and facilities use agreements. Policies and procedures specific to the Statewide Extended Studies Program are covered in Part C, including: primary service areas; budgeting and funding; the Denver Metropolitan Area coordinating system; system support contributions; minimum class size; student registration and student services; independent (correspondence) study; and space available programs. Part D looks at off-campus state-funded programs. Covered are objectives, academic standards, proposal content, and replacement of the current alternative site and cooperative programs policies. The final part reviews policies for out-of-state and out-of-country programs including general policies, exclusions, and class excursions. Thirteen appendices include forms, details on service areas, financial reports, and program priorities. (DB)

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The Statewide Extended Campus

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Policies & Procedures For:

- *Off Campus State Funded Programs*
- *Colorado Statewide Extended Studies Program*
- *Instruction Out of State and Out of Country*

1991-1992

BEST COPY AVAILABLE

The policies and procedures for The Statewide Extended Campus apply, at least in part, to all Colorado public institutions of higher education. All four-year institutions may submit proposals for programs to be funded under the policies and procedures for Off-Campus State-Funded Programs. Any Colorado public institution of higher education may be affected by the policies and procedures for out-of-state (and out-of-country) programs of instruction.

All institutions offering off-campus instruction or instruction delivered by non-traditional methods or in non-traditional formats shall participate in and observe the policies and procedures of the Colorado Statewide Extended Studies Program.

Four-year institutions that shall participate in the Statewide Extended Studies Program are:

Adams State College
Colorado School of Mines
Colorado State University
Fort Lewis College
Mesa State College
Metropolitan State College of Denver
University of Colorado
    Boulder
    Colorado Springs
    Denver
    Health Sciences Center
University of Northern Colorado
University of Southern Colorado
Western State College

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THE STATEWIDE EXTENDED CAMPUS

1991-92

Policies and Procedures

For:

The Colorado Statewide Extended Studies Program

Off-Campus State-Funded Programs

Out-of-State and Out-of-Country Instruction

COLORADO COMMISSION ON HIGHER EDUCATION
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Foreword

THE PURPOSES OF THE STATEWIDE EXTENDED CAMPUS

The Statewide Extended Campus extends the resources, expertise, and knowledge base of Colorado's four-year colleges and universities to Colorado citizens throughout the state through an efficient centrally-coordinated system.

Employing alternative delivery systems as well as traditional methods, The Statewide Extended Campus offers opportunities to Colorado's diverse populace to participate in high quality learning experiences to prepare not only for the challenges of today, but also for the new challenges of the future.

Rapid changes in technology, along with the economic and social change now occurring, make it essential for everyone, even well-educated persons, to prepare to adapt to the future. The Statewide Extended Campus provides that opportunity through wide accessibility, a broad program responding to many needs for learning, and the state-of-the-art instruction that is one of the strengths of tne four-year public colleges and universities in Colorado.

The Statewide Extended Campus is a system encompassing programs of all of the state's four-year educational institutions. This system is one of the primary vehicles through which the public service role of each college and university is carried out. Through the special professional expertise of Extended Campus personnel at each campus, the institutions are assisted to expand their constituencies, recruit students, experiment with new instructional methods and delivery systems, interact with new "publics," market the institution, understand demographic changes, enhance the institutions' public image, and serve as liaison to business, industry, and government agencies. In partnership with other organizations, The Statewide Extended Campus is one of the state's strongest bases of support for economic development.

When temporary need exists for a degree program The Statewide Extended Campus personnel also help to capitalize on the existing strengths of one of the four-year institutions, and to promote resource sharing, by coordinating the delivery to the campus where the need exists, of a degree program sponsored by another institution.

The essential mission of The Statewide Extended Campus, however, is to channel the services of higher education institutions to the public throughout the state to enable each citizen, regardless of his or her personal circumstances or location of residence in the state, to prepare now for the challenges, not only of today, but of tomorrow. Higher education truly is the best, and possibly the only, avenue upon which the challenges of tomorrow can be met. With this in mind, The Statewide Extended Campus states its fundamental purpose as: "Extending quality higher education today -- for the challenges of tomorrow."

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A NOTE REGARDING PAGE NUMBERING AND SECTION DESIGNATIONS. This policy and procedure document is Section IV of the compendium of Commission policies. It is prepared in the format of the Commission's policy compendium. To facilitate the use of this publication, sequential numbering has been added throughout. The Table of Contents, as well as the Index, refers to those numbers.

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Section IV

Part A Purpose/Introduction

1.00 INTRODUCTION

The Statewide Extended Campus includes instruction of all types delivered off an institution's campus. Instruction may be offered at off-campus locations, at other institution's campuses, delivered to students via the mails or the electronic media, and also may be offered on the sponsoring institution's campus.

Instruction is organized into two major components described below.

The Colorado Statewide Extended Studies Program

This component encompasses instruction at all levels, both credit and non-credit, in traditional or non-traditional formats, and employing a variety of delivery mechanisms. It shall include all instruction delivered off-campus via television or other electronic media unless such instruction is an approved component of a program approved as an Off-Campus State-Funded Program. Complete degree programs may be offered through this component, but it also shall include all individual courses and sequences or groups of courses not constituting a degree program which are offered off-campus. Except for Commission-approved programs that meet the criteria for the other major component, Off-Campus State-Funded Programs, all instruction delivered off-campus by any publicly-supported four-year institution shall be offered in this program component.

Instruction may also be offered through this program utilizing on-campus facilities. All instruction offered through this program component shall be cash-funded, based upon the annual allocation of spending authority from the Commission.

Off-Campus State-Funded Programs

This component of The Statewide Extended Campus includes complete degree or certification programs or an integrated, cohesive, group of courses leading to a tangible, documented, form of recognition. They may generate state funding based upon full-time equivalent students (FTE).

Cooperative Programs and Alternative Site Programs begun before July, 1990, may, when approved for continuing funding, be offered to the completion of one cycle.

The policies of the Commission herein articulated have been formally approved by the Colorado Commission on Higher Education. Also included herein are procedures to be followed by

institutions participating in either program component.

An institution that submits a budget request for spending authority for the Colorado Statewide Extended Studies Program or a request for approval of an Off-Campus State-Funded Program thereby signifies its agreement to observe the policies and procedures adopted for The Statewide Extended Campus.

Section IV

Part B General Policies

1.00 INSTITUTIONAL RESPONSIBILITY

1.01 Designated Administrative Unit and Administrative Officer

To assure both internal coordination and coordination among the various programs offered off-campus and at cooperating institutions throughout the state, each institution shall designate the administrative unit and administrative officer to hold responsibility for the delivery and coordination of programs delivered off the sponsoring institution's campus or delivered by another institution on its campus. The planning, management, and coordination of the institution's cash-funded Extended Studies Program shall be a primary responsibility of one designated administrative officer who also may hold these responsibilities in connection with Off-Campus State-Funded Programs. The institution or governing board may designate the same administrative officer or another institutional officer to hold those responsibilities in connection with Off-Campus State-Funded Programs. The designated officer(s) (not more than two at each institution) shall serve as the liaison officer(s) to the Commission regarding these programs.

The logistics of delivery and the marketing of any program delivered away from the sponsoring institution's campus (or of any program delivered by another institution to a host institution's campus) and other administrative functions, such as the payment of faculty travel and compensation, arrangement for books and other educational materials to be available on-site, etc., shall be the responsibility of the designated administrative unit(s) and administrative officer(s).

If the designated officer for the cash-funded Extended Studies Program is also designated to administer and coordinate Off-Campus State-Funded Programs delivered to his campus or by his institution to another campus, the institution should compensate that administrative unit from funds for Off-Campus State-Funded Programs in proportion to the expenses incurred. Expenses incurred for administrative effort made on behalf of the institution and of Off-Campus State-Funded Programs by the Extended Studies unit and director shall receive equitable reimbursement from the Off-Campus State-Funded Program.

No off-campus instruction shall be initiated or conducted by any institution that has not been coordinated through the designated institutional officer(s) and Commission officer. Nor shall any off-campus program be offered in association with professional societies, research organizations, institutes, alumni organizations, etc., independently of the designated administrative unit(s) and officer(s). The institutions participating in The Statewide Extended Campus shall ensure that all off-campus instruction is coordinated through their designated office(s) and administrative officer(s).

1.02 Advertising Policies

No advertisement, publication, announcement, or other public notification shall be released by any official or agency concerning any Statewide Extended Campus program, course of instruction, policy, or procedure of any institution of higher education except by authorization of the president or the designated institutional officer who is assigned the responsibility for Commission liaison and for coordination of programs in The Statewide Extended Campus.

Advertisements for courses or programs offered through the cash-funded Extended Studies Program, whether using audio, video, or print media, shall include one of the following statements. (1) For instruction: "Offered as part of the Statewide Extended Studies Program;" or (2) for the institution's continuing education program in general: "Instruction offered as part of the Statewide Extended Studies Program."

Advertisements of courses or programs of instruction to be offered on military installations shall be restricted to publications for military personnel and the military's civilian employees; except that advertising may appear in publications available to the general population if the following information is prominently displayed: "This program is offered at (name of military installation) upon the request of military officials to serve educational needs of military personnel. Civilians employed by the military and other civilians also may enroll in this program."

1.03 Instruction Excluded from The Statewide Extended Campus

The following types of programs and courses may be offered as part of an institution's Resident Instruction program.

1.03.01 Internships, cooperative education experiences, and student teaching;

1.03.02 Study-abroad programs which are administered on-campus and offered primarily for, and actually enroll, regularly-enrolled degree-seeking students of the sponsoring institution;

1.03.03 Class excursions of a temporary nature which are provided to supplement the institution's regular curriculum and are offered solely for the benefit of regularly-enrolled degree-seeking students of the sponsoring institution;

1.03.04 Credit courses which are part of the regular curriculum which cannot be taught without specific equipment available only at an off-campus site or which require field experience. (The availability of special equipment at convenient off-campus locations does not justify an off-campus class when the special equipment is available on-campus.)

Approval for instruction off-campus that falls into definitions of either parts 1.03.03 or 1.03.04, above, shall be requested from the Colorado Commission on Higher Education in advance of the advertisement of or publication of the availability of the instruction.

Such courses shall not be advertised to off-campus clientele, but shall be regarded as part of the regular on-campus program for regularly-enrolled, degree-seeking students.

Institutions should request approval from the Commission in writing and should supply all necessary details about the course and include a justification for the off-campus setting.

2.00 REPORTING AND ACCOUNTABILITY

2.01 Reporting on Extended Studies Programs

2.01.01 Mid-Year Report

A mid-year report shall be submitted to the Commission by each institutional Extended Studies unit on or before January 1 which gives total data for the summer and fall terms as follows:

A. Number of Credit Courses Run;

B. Number of Non-Credit Courses Run;

C. Number of Credit Course Enrollments;

D. Number of Non-Credit Course Enrollments.

2.01.02 End-of-Year Report

A. Form of Report

Each institutional Extended Studies unit shall submit a computer tape and a final, full-year, corrected B-2 print-out edit report with the signatures of the designated Extended Studies Program officer and the chief fiscal officer on or before August 31. The report shall be generated at each institution using the computer program developed and provided by the General Government Computing Center and using the revised coding instructions. (The instructions are included as Appendix E.) Summary reports will be prepared by the Commission and distributed to the institutions within 30 days.

B. Instruction Using Telecommunications Technology

Extended Studies instruction offered for credit that is delivered through telecommunications technology is to be reported in the "Extraordinary" program type category in the B-2 report. Only instruction using telecommunications technology is to be reported in this category. Other, supplementary, learning activities, such as reading, preparation of papers, and written final examinations may be required, but if class attendance is required in addition to a televised component, the class attendance must be less than the standard 50-minute class per week per credit hour.

Instruction to be reported in this category includes the following:

i. Televised Courses Offered for Credit -- all Extended Studies courses in which there is a televised component for students to view regularly throughout the duration of the course. The student may view instruction on videotape, videodisc, or distributed via telephone lines, cable, satellite, broadcast television, or any other method. Normally, courses based on PBS Learning Service televised components will be included.

ii. All Credit Courses Primarily Based on One of the Following Delivery Technologies:

Computer
Telephone
Radio
Audio Tape

Independent study (correspondence) courses that enable students to study at their own pace with materials sent to their homes should be reported as "Independent Study" and not as "Extraordinary" even if audio or video tapes supplement other learning materials.

Courses that have regularly scheduled classes meeting for the standard 50-minute class per week per credit hour should be reported in one of the other categories ("Non-Credit," "Contract," "Space Available," or "Open Classes") and not be reported as "Extraordinary" even if there is a component of the course delivered via one of the telecommunications technologies.

C. Reporting Financial Data

Financial data shall be reported on the Year-End Extended Studies Program Financial Report found as Appendix H. The signatures of the institution's chief fiscal officer and Extended Studies Program director should be affixed. These reports are due on or before July 15.

Estimated figures for total expense and revenue for an institution's Extended Studies Program may be provided by July 15 only when it is impossible, for a valid reason, for the institution to provide final year-end data. They should be submitted on the form included as Appendix H. Final year-end data shall be submitted as soon as possible. The form included as Appendix H also should be used for the final report.

No subsidy shall be paid until a satisfactory year-end financial report has been received by the Commission.

2.01.03 Failure to Submit Timely and Correct Reports

Failure to submit reports as prescribed in this policy will result in notification of the institution's chief executive officer and a request for that officer's explanation for the

non-compliance. Spending authority for institutions' Extended Studies Programs is dependent upon compliance with Commission policies.

2.01.04 Certification of Compliance with Extended Studies Program Policy

The designated Extended Studies Program officer at each institution shall submit, by April 1, a signed Policy Compliance Form which verifies that Extended Studies Program policies have been followed. (A form is included as Appendix F.)

2.02 Reporting on Off-Campus State-Funded Programs

Off-Campus State-Funded Programs, as Resident Instruction programs, shall be reported like all other FTE-generating programs.

2.03 Audits

Institutional components of The Statewide Extended Campus are subject to both performance and financial audits annually, either as part of the regular institutional audit or a special audit requested by the Commission.

3.00 TUITION AND FEES

3.01 Tuition and Fees in the Colorado Statewide Extended Studies Program

3.01.01 Tuition for Credit Instruction

Charges for cash-funded off-campus credit instruction in Colorado are established by the Commission at a minimum level necessary to cover costs of the total program, excepting any portions which are appropriated from the General Fund. Tuition levels for 1991-92 are minimum levels to generate revenue sufficient to cover costs and they may be increased by an institution when circumstances dictate (e.g., low potential enrollment for a high-need course, special equipment or supplies required for instruction). Special fees for extraordinary services provided to students also may be charged.

Minimum Tuition Rates	Per Semester Hour
Lower Division Instruction	$ 47.00
Upper Division and Graduate	$ 58.00
Independent Study (Correspondence) All Levels	$ 55.00

3.01.02 Tuition for Non-Credit Courses and Courses Offering Continuing Education Units (CEU)

Tuition for non-credit and CEU courses shall be set at levels which ensure that at least full instructional and administrative costs associated with the courses are recovered.

3.01.03 Contract Rates and Contract Stipulations

A. Rates

For instruction in which a school district or other agency or organization contracts with a sponsoring Extended Studies Program institution for services only, the charges to the district or other agency shall be at a level sufficient to insure full recovery of direct and indirect costs.

In contracted instruction where credit is available, the following minimum fee schedule is in effect.

For Each Student Enrollment:

One Semester Credit	Each Additional Credit
$ 33.00	$ 22.00

B. Contract Stipulations

In contracting with another agency, institutions shall stipulate in the contract document that the contracting agency:

i. Shall assume all costs associated with the contracted instruction and shall provide all services associated with the instruction (e.g., teaching, registration). The higher education institution shall only be responsible for assuring course content, awarding credit, and providing a transcript to the student.

ii. Shall not for any reason establish a tuition rate above that established by the contracting Extended Studies Program officer.

iii. May allow an instructor to assess an additional fee for contracted instruction (above the tuition and fees charged by the institution), but the amount of the additional fee shall be approved by the institution's Extended Studies Program officer.

iv. Shall not advertise contracted courses to the public.

v. Shall agree to the responsibilities for quality control detailed in Part B, 6.04.04.

The institution's designated Extended Studies director or the director's designated contracts officer (in addition to the institution's chief executive officer or his designee) are the only institutional officials authorized to sign contracts with external agencies.

Contracts shall only be with an agency external to and not associated with the institution unless express approval has been granted by the Commission's Extended Campus Director. The sponsoring institution may request a financial statement from the contracting agency upon completion of a contracted course. Degree or certificate programs shall not be contracted.

3.01.04 Refund Policy

No refund of tuition shall be made upon a student's withdrawal from a course after one-third of the class meetings have been held or after a proportionate period of time when instruction is offered in non-traditional time-frames. Extended Studies Program refunds may, instead, be governed by institutional refund policies if they are similar or more stringent.

3.01.05 Surcharge for Classroom or Facility Service Fees and Liability

When organizations, such as school districts, assess a fee for the use of classroom space or equipment, the amount of that fee shall be pro-rated across the estimated minimum class enrollment for each course affected and a surcharge shall be added to the tuition assessed to students enrolling in the course. Students shall be informed of the amount and purpose of such fees.

Extended Studies Program institutions, the Montrose Higher Education Center, and the Commission are not liable for theft, property damage, loss of equipment or materials, or for personal injury sustained in facilities provided for instructional purposes. No liability is implied by any Extended Studies Program agent by contracting for use of facilities and equipment. Clauses in facilities use contracts that state or imply liability should be deleted before signing.

3.02 Tuition and Fees in Off-Campus State-Funded Programs

Tuition shall be established by the sponsoring institutions at levels not less than those charged to resident and non-resident students on-campus. Fees for resources supplementing the instructional program may be charged and fees for student services from which off-campus students actually can benefit may be charged. Fees specifically for facilities or services available only on-campus shall not be charged to off-campus students, but fees directed to a higher education institution for costs associated with that role are permissible when such fees are included in the agreement developed between the host institution and the institution delivering the instruction.

4.00 STUDENT QUALIFICATIONS AND SERVICES TO STUDENTS

4.01 Student Admission to Degree and Certificate Programs Off-Campus

Persons who wish to enroll in a degree or certificate program offered either through the Extended Studies Program or the Off-Campus State-Funded Program shall meet exactly the same institutional requirements for admission that are applied to students enrolling on-campus.

4.02 Admission to Off-Campus Courses

Students who have not been formally admitted to an institution and who wish to enroll in any off-campus course not offered as part of a complete off-campus degree program may enroll through the Extended Studies Program. The sponsoring institution may implement policies regarding enrollment of non-matriculated off-campus students.

Students enrolling for courses through the Extended Studies Program, upon deciding to complete a degree, apply for admission, and, if accepted, are matriculated and become degree candidates. When they apply for admission they shall meet exactly the same admission standards as are applied to students enrolling on-campus who have previously completed the same number of credits. (A non-matriculated student with credits earned through the Extended Studies Program could be formally admitted to the institution, depending upon the number of credits actually earned, either as a new freshman student or as a transfer student.)

A student who has been formally admitted to the institution may enroll in courses through the Extended Studies Program and apply the credits toward a degree, but should be advised to consult with the institution to ensure that the credits which would be earned would fulfill degree requirements.

5.00 FACULTY STANDARDS

5.01 Instructor Qualifications

Instructors teaching in either component in The Statewide Extended Campus, if not members of the resident faculty of the sponsoring institution, shall have qualifications equivalent to those required of regular, on-campus faculty appointed to teach the same courses in the resident program. Instructors teaching in either program component are subject to the same approval and evaluation processes required of resident faculty.

5.02 Evaluation of Faculty

Provision shall be made by the institution sponsoring instruction in the Extended Studies Program or in the Off-Campus State-Funded Program for student evaluation of both faculty and course content. A summary of student evaluation procedures should be submitted annually concerning the prior year's program by September 1.

5.03 Faculty Policies in the Extended Studies Program

5.03.01 One-Class Limit

An otherwise fully-employed instructor normally shall teach no more than one class or the equivalent of one class per term in any off-campus program unless this limit has been expressly modified by the chief academic officer or appropriate school or college dean of the institution in which he is regularly employed.

5.03.02 Dean's Approval

As a condition of teaching in an off-campus program, full-time resident faculty and adjunct faculty shall have prior approval of the appropriate academic dean acting in conjunction with the designated Extended Studies Program officer.

5.03.03 Faculty Responsibility

Any individual who agrees to teach an Extended Studies Program class and becomes the "instructor of record" must actually serve as the primary instructor. Substitute teachers may not be assigned except in cases of emergency. This policy does not preclude the use of outside resource personnel as long as they are used only to supplement instruction.

5.03.04 Use of Faculty From Other Extended Studies Program Institutions

Use of faculty from other Extended Studies Program institutions who meet the qualifications of the institution sponsoring the off-campus program is encouraged. When instructors are secured from another institution, that institution, through its designated Extended Studies Program officer, should be invited to co-sponsor the course(s) and, if it wishes to do so, to be given all appropriate recognition in announcements and other publicity.

6.00 PROGRAM AND COURSE APPROVAL: QUALITY CONTROL

6.01 Responsibility for Academic Standards

In both program components, the Extended Studies Program and the Off-Campus State-Funded Program, responsibility for course content, course requirements, examinations, grading standards, and course evaluation rests with the appropriate academic unit (school, college, or department). Such requirements and standards shall be comparable to those for on-campus instruction.

Degree programs delivered off-campus shall only be those approved for offering on-campus by the sponsoring institution and shall be composed of the same curriculum and shall have comparable academic requirements as the on-campus program.

6.02 Approval of Off-Campus State-Funded Programs

Off-Campus State-Funded Programs shall be developed in compliance with the Commission's policies in Section IV, Part D.

6.03 Approval of Extended Studies Program Courses and Degree Programs

6.03.01 Degree Programs or Significant Program Components Offered Through the Extended Studies Program

A degree program or significant component of a degree program which is to be offered at an off-campus location in Colorado shall be offered, cash-funded, through the Colorado Statewide Extended Studies Program unless the program has been approved as an Off-Campus State-Funded Program.

The Commission staff, with consideration given to outside reviews and the Extended Studies Advisory Committee's recommendation, will approve or disapprove a degree program proposed for offering through the Extended Studies Program. Program proposals, prepared in accordance with the format and procedures included in Appendix G, should be submitted well in advance of the planned delivery date to accommodate the review process. Students should not be admitted to the program nor should it be advertised until it has received approval. An approved program shall be subject to all policies and procedures of the Extended Studies Program.

A degree program or major component of a degree program offered through the Extended Studies Program shall be a program that has been approved for the institution to offer, shall have been offered previously on-campus, and shall have received approval for offering off-campus by the Commission staff. Off-campus degree programs or major components of degree programs shall be administered and coordinated by the Extended Studies administrative office and designated institutional administrative officer and shall not be contracted to any other agency.

6.03.02 Statewide Missions

Colorado State University, the University of Colorado at Boulder, and the University of Northern Colorado, have statewide graduate missions. Colorado State University and the University of Colorado at Boulder may offer graduate programs which have been designated by the Commission and the University of Northern Colorado may offer graduate programs needed by professional educators and education administrators. These programs shall be coordinated and administered by the institution's designated administrative office for off-campus programs.

These programs shall be proposed through the normal procedures for off-campus degree programs in the Extended Studies Program and shall be funded with cash funding based on the institution's allocation of spending authority from the Commission. If a program has been approved by the Commission for funding through a General Fund appropriation and a specific General Fund appropriation has been received, a program may then be offered in accordance with Commission policies.

6.03.03 Non-Competition

Extended Studies instruction, classes or degree programs, shall not be offered at a time or in a location which directly competes with another, similar, Extended Studies program or campus-based program of any public institution of higher education unless specifically mandated by legislative action and approved by the Commission on Higher Education. Instruction invited by military or other federal authorities for delivery on a federal enclave

is exempt from this policy. The general guidelines for determining whether or not duplication and competition might occur anywhere in the state are the same as those which pertain to course offerings in the Denver metropolitan area itemized in Part C, 4.04.01.

6.03.04 Review of Institutional Extended Studies Programs by Other Extended Studies Administrators

The Commission's Statewide Extended Campus director may establish a team of Extended Studies professionals to examine any institution's Extended Studies program on behalf of the system, and to report its findings to the Commission. Copies of the report also shall be made available to the institution's chief executive officer and to the institution's Extended Studies officer. Such a review will be held when negative circumstances or questions exist about the program or when a review could positively affect the quality or strength of the program. Costs associated with the review will be borne by the Extended Studies Program.

6.04 Policies and Standards for Instruction Specific to The Extended Studies Program

6.04.01 Applicability of Credits Toward Degrees

All credit courses offered through the Extended Studies Program shall be applicable toward a degree from the sponsoring institution as elective or required subjects and shall be listed in the institution's general catalog. New courses in approved programs may be offered for credit off-campus when they have received formal approval by the appropriate faculty, institutional committees, and administrative officers. Courses offered off-campus shall only be those that are in a discipline or field approved and at the level approved by the Commission for offering by the sponsoring institution.

6.04.02 CEU Standards

When instruction is offered for Continuing Education Units (CEU) the criteria and guidelines for the offering of CEU as established by the International Association on Continuing Education and Training shall be followed.

6.04.03 Holding of Scheduled Classes

When instruction involves regularly scheduled classes, all classes shall be held, or, in the event of an emergency, make-up classes shall be held.

6.04.04 Responsibilities of Higher Education Institutions to Ensure Quality of Instruction Offered to School Personnel in Cooperation with School Districts

The following responsibilities are those of higher education institutions sponsoring instruction in cooperation with or upon the request of school districts.

A. Offering instruction to meet the needs identified by the school district, through non-credit, Continuing Education Unit, or degree credit courses. The determination

of whether a course will be offered non-credit, for CEU, or for degree credit rests with the institution. Any degree credits awarded, however, shall be applicable to the institution's academic degrees.

B. Having a syllabus available for all courses.

C. Assigning faculty members to instruct classes for which they have the requisite educational background, experience, and demonstrated ability to ensure a high probability of success. Substitution of instructors with others who have not been through the complete formal approval process is not permitted.

D. Ensuring that textbooks, reference materials, and other needed instructional materials are provided.

E. Ensuring that classes are held as scheduled, that students are assigned appropriate academic work, and that assigned work is completed.

F. Having evaluations of courses and instructors carried out and results made available to the school district as well as to the instructor and his academic unit.

6.04.05 Quality Indicators for all Extended Studies Program Courses

A. Documents to be Prepared and Kept on File

For each Extended Studies Program class offered, the sponsoring institution's Extended Studies Program administrative unit shall have the following documents on file:

- A course syllabus approved by the appropriate academic unit (which should include a listing of all essential learning materials);
- Credentials of all instructors who are not members of the regular faculty;
- A detailed plan for student evaluation of all Extended Studies Program instructors;
- Copies of student evaluations for the preceding term; (evaluations may be turned over to academic units after one term has elapsed);
- Evaluation of adjunct instructors, performed by a member of the regular faculty or by an administrative officer of the institution (which may be the designated Extended Studies Program officer) is desirable. Such evaluations should be performed during one of the first two terms in which the instructor teaches. The reports of these evaluations should be kept on file as long as the instructor continues to teach. Re-evaluation should be performed at a reasonable interval.

B. Contact Hour Requirements

Each class offered through the Extended Studies Program shall have the same number of minutes of contact per credit awarded as is required on-campus. Variations in contact time may be desirable in certain non-traditional formats, but these should be specifically approved by the appropriate academic unit.

- Lecture Classes. State policy stipulates that a minimum of 750 minutes, fifteen 50-minute lecture classes per semester, be held for one semester credit.

- Field Instruction. A minimum of 1875 minutes or 31 1/4 hours per semester credit.

- Laboratory. A minimum of 1500 minutes or thirty 50-minute classes per semester credit.

- Physical Education Activity Course. A minimum of 1500 minutes or thirty 50-minute classes per semester credit.

- Private Instruction. A minimum of 375 minutes per semester credit.

- Recitation, Discussion, Seminar. Same as lecture classes.

- Studio-Art. A minimum of 1500 minutes or thirty 50-minute classes per semester credit.

- Studio-Music. A minimum of 1875 minutes or 31 1/4 hours per semester credit.

- Instructional Lab (individualized instruction using tapes, films, and other media without direct faculty supervision); Independent Study (a student project with minimal faculty direction); and Practicum (work-oriented instruction involving the implementation of classroom or laboratory experience under the direct supervision of a faculty member).

  A minimum of 1500 minutes or thirty 50-minute classes per semester credit.

- Educational Technology. A course utilizing educational technology for the delivery of instruction. These technologies may include but are not limited to: telecourses, self-paced instruction assisted by educational technologies, ITFS, microwave transmission, telephone lines, satellite transmission, facsimiles, video tapes (US mail), electronic blackboard, and computer based or computer assisted instruction. The institution must keep records to document its decision on how the number of credits to be awarded for these classes was determined.

6.04.06 Off-Campus Credit Undifferentiated from Campus Credit

Credit shall be awarded and entered on the student record without distinction between on-campus and off-campus courses. Credits earned in off-campus courses shall be

considered to be the same as those earned in on-campus courses for the purposes of meeting residency or other requirements in degree programs of the institution.

6.04.07 Student Advising on Degree Requirements

Students enrolling in courses in the Extended Studies Program with a view toward meeting requirements of a particular degree program in a particular institution are to be advised of the need to obtain written assurance that the course in question will fulfill a requirement of that degree program.

Students enrolling in courses in the Extended Studies Program, particularly those in off-campus locations, also should be advised of the requirements for admission and should be encouraged to apply for admission at the earliest possible date.

6.04.08 Facilities and Resources for Off-Campus Instruction

The institution sponsoring off-campus instruction is responsible for ensuring in every case that appropriate and adequate classroom, laboratory, and library facilities and resources are provided for the instruction prior to announcement of the availability of instruction. Colorado public educational institutions should provide facilities without charge for both on-campus and off-campus credit instruction offered through the Extended Studies Program.

7.00 FACILITIES USE AGREEMENTS

Institutions planning to sponsor programs or classes, either Off-campus State-Funded Programs or Extended Studies classes or programs, in a facility of another Colorado public higher education institution shall use the Institutional Facilities Agreement form (included as Appendix M) when negotiating for the use of space, equipment, and the provision of services. Information shall be provided in the completed form that identifies the responsibilities of both sponsoring and host institution and the estimated costs. It shall be signed by the appropriate officers of both institutions and forwarded to the Commission's Director of the Extended Campus Program. Agreements should be negotiated and the forms completed at least 30 days prior to the beginning of classes at the facility.

Section IV

Part C Policies and Procedures Specific to the Statewide Extended Studies Program (Cash-Funded)

1.00 EXTENDED STUDIES ADVISORY COMMITTEE

The Extended Studies Program Advisory Committee shall advise the Commission concerning any matters relating to the Extended Studies Program, upon request of the Commission or on its own initiative. The Committee shall recommend the funding of special projects or other uses of Extended Studies Program funds not otherwise committed.

The committee shall have a representative from each of the four geographical regions of the state plus one member elected at-large. (See map, Appendix A.) Representatives shall be elected in alternate years to two-year terms by a majority of Extended Studies Program deans and directors (one vote per institution) attending the deans and directors' annual business meeting. The Commission's Statewide Extended Campus director shall chair the committee.

2.00 PRIMARY SERVICE AREAS

2.01 Primary Service Areas

Primary Service Areas are assigned to institutions by the Commission. Within this area the designated institution shall offer its courses and programs in response to the educational needs of the citizens residing in the area, in accordance with these policies, and in recognition of the constraints of a self-funding system. The Montrose Higher Education Center may arrange for instruction from any state institution to provide for educational needs evidenced in its four-county service area.

Service to military installations is governed by policy 2.06, below. Instruction offered by an Extended Studies Program institution via broadcast or cable television or by any other electronic medium is subject to all Extended Studies Program policies and specifically 2.04, below, concerning instruction going outside the assigned geographic service area. (Service area assignments are described and illustrated in Appendix B.)

2.02 Required Response

Extended Studies Program institutions are required to respond, consistent with quality criteria, through their Extended Studies Program offices to legitimate need for educational services within their service areas either with their own institutional resources or, if the resources are not available, by facilitating a response by other institutions which have the needed resources. Other

units of the institution shall not preclude or impede the alternative responses which the institution is required to make through its Extended Studies Program office.

2.03 Offering Programs Outside the Primary Service Area

An institution proposing to offer a course or a program outside of its assigned service area shall submit a written request to the local institution holding the service area assignment in the area where the instruction is to be offered with a copy to the Commission's Statewide Extended Campus director. Such requests must be received by the local institution at least 30 days before the first class is to meet. The requesting institution must provide all specifications for the course or program and a complete explanation for its request. The requesting institution shall not announce, advertise, or sign or otherwise signify any agreements with any individual, group, or agency concerning the requested course or program until approval of the local institution has been received. If the Commission wishes to intercede it shall do so within 10 days of receipt of the request. Except in the Denver metropolitan area non-credit courses, as well as credit courses, are included under this policy.

Written responses by the local institution shall be sent within 10 working days to the requesting institution with a copy to the Commission which shall indicate one of the following:

- denial if the local institution can and will immediately provide the needed instruction;
- approval, with the local institution co-sponsoring the instruction;
- approval with no restrictions.

The Commission shall resolve inter-institutional disagreements concerning service areas.

Extended Studies courses or programs offered at different times and locations or presented in different formats from similar courses and programs offered at resident institutions are not duplicative.

2.04 Coordination of Programs Outside the Primary Service Area Delivered by Television or Other Media

An institution planning to offer instruction using a medium of delivery (like television) which will carry the program into another institution's Primary Service Area shall follow the same clearance procedures as described in section 2.03, above. Students must enroll for instruction delivered by telecommunications at an appropriate off-campus site and attend any classes associated with the instruction at off-campus sites.

Duplication with other Extended Studies Program classes will be considered to result if such courses are planned for offering in the same term and are of the same level and discipline content as Extended Studies Program courses offered by the local institution in its service area. If a special clientele can be documented which will not be served by the programs of the local institution, non-duplication will have been demonstrated, and the course or program may be offered.

The Commission's Statewide Extended Campus director shall make the final determination if the institutions involved do not agree.

If an institution desires to co-sponsor a course to be delivered via television or another medium which is produced, leased, or purchased by another institution for delivery in the former's Primary Service Area, it has the right to do so. A reasonable fee shall be negotiated in consideration of the production, leasing, or purchase costs. Ordinarily the fee shall be based upon the number of enrollments. The Commission's Statewide Extended Campus director shall mediate the negotiation of fees when necessary.

2.05 Statewide Delivery of Unique Programs

An institution which alone among the state's colleges and universities is approved to offer instruction in one or more academic disciplines or fields may -- and has the responsibility to -- offer instruction in such disciplines or fields throughout the state through the Extended Studies Program as dictated by demand. When such programs are to be offered in another institution's Primary Service Area that institution shall be notified at least 10 days in advance. Examples of unique institutional academic programs are:

Agricultural Engineering - Colorado State University
Architecture and Planning - University of Colorado - Denver
Aviation Management - Metropolitan State College
Criminalistics - Metropolitan State College
Drug/Alcohol Counseling - Metropolitan State College
Forestry - Colorado State University
Law - University of Colorado - Boulder
Professional Level Mining, Mineral and Resource Exploration and Engineering, Mineral and Petroleum Processing, Mineral Economics, Mineral Engineering Management - Colorado School of Mines
Professional Pilot - Metropolitan State College
Real Estate - University of Colorado - Boulder
Public Administration (Graduate Level) - University of Colorado-Denver and Colorado Springs
Medicine, Dentistry, graduate-level Nursing - University of Colorado Health Sciences Center

Other programs presumed to be unique among state institutions of higher education should be checked with the Commission before they are offered. Colorado State University's SURGE program, and the University of Colorado's CATECS program, unique delivery systems, have a statewide service opportunity and responsibility. Local institutions shall be notified of the planned delivery of instruction through these programs in their service areas. (Colorado State University, the University of Colorado-Boulder, and the University of Northern Colorado have statewide missions. See Part B, 6.03.02.)

2.06 Military Base Education Programs

Education directors at military installations, by agreement, will follow the Commission-approved procedures in which military education directors utilize appropriate Colorado Extended Studies Programs to provide needed instruction.

The Extended Studies Program institution assigned to the service area in which each military installation is located shall provide services unless that institution does not offer or cannot deliver the requested program. In that event, military education directors should contact the Commission for referral to alternative Extended Studies Program institutions. Out-of-state institutions are to deliver instruction only when Colorado institutions cannot. (Forms and form letters to be used to request service are attached as Appendix C.)

Advertisements of courses or programs of instruction to be offered on military installations shall be restricted to publications for military personnel and the military's civilian employees, except that advertising may appear in publications available to the general population if the following information is prominently displayed: "This program is offered at (name of installation) upon the request of military officials to serve educational needs of military personnel. Civilians employed by the military and other civilians also may enroll in this program."

3.00 BUDGETING AND FUNDING; PROCEDURES FOR THE EXTENDED STUDIES PROGRAM

3.01 Spending Authority Reallocations

Spending authority will be allocated to the institutions that participate in the Extended Studies Program from the cash appropriation made annually for the program to the Colorado Commission on Higher Education. Institutions shall present a satisfactory plan to the Commission for meeting educational needs within the Primary Service Area consistent with Extended Studies Program policies. A satisfactory program budget request also must be submitted before spending authority will be approved. (See Appendix D.) Those institutional plans and spending authority requests shall include all programs that are delivered off-campus, including sponsored programs. The Commission's Executive Director is authorized to amend the initial allocations upon written request of an institution's chief executive officer. Such requests should include a statement of rationale and the relevant data.

3.02 Approved Expenditures

Each institution that desires to participate in the Extended Studies Program shall submit an Institutional Extended Studies Program Budget Request form as requested by the Commission on or before April 1. (A copy of the form is attached as Appendix D.) The following expenditure items may be budgeted:

- Instructional salaries and benefits;

- Time-in-Transit payments (see section 3.05.01, below);
- Travel, both administrative and instructional; (international travel must be approved in advance by the Governor);
- Other current expenses;
- Intra-institutional reimbursement up to two-thirds of the revenue from space available instruction for reimbursable direct administrative and instructional expenses;
- Salaries and benefits for administrative personnel, instructional coordinators, and classified staff personnel, both professional and clerical;
- Hourly salaries;
- Institutional overhead (see section 3.03, below);
- System Support Contributions.

Other expenses may be authorized when they are specifically requested and justified.

Extended Studies Program funds shall not be used in any way for the support of Resident Instruction programs. Staff personnel funded by the Extended Studies Program shall be employed only in Extended Studies Program activities except with the concurrence of the institution's Extended Studies Program director, and with that Program receiving appropriate financial compensation. Expenditure of Extended Studies Program funds shall only be made for Extended Studies Programs and their administrative support.

3.03 Administrative Expenses

Administrative expenses charged to the Extended Studies Program shall only be those that compensate for services, equipment, or supplies which are employed directly and exclusively in Extended Studies Program administrative activities.

Institutional overhead is limited to not more than 8 percent of Extended Studies Program personnel costs, both administrative and instructional, at institutions whose Extended Studies Program gross expenses are less than $1 million. Institutional overhead is limited to not more than 6.5 percent of gross expenses of the Extended Studies Program at institutions whose gross expenses are over $1 million.

Direct costs of institutional services provided to the Extended Studies Program, if any (e.g. admissions, record-keeping, computer services, facilities for offices and classrooms, and any contributions to academic or administrative units), shall be included in the maximum overhead amount claimed. If lower, the costs of such services may be charged to the Extended Studies Program in lieu of overhead. Institutions may provide support services at no cost to the Extended Studies Program and may waive overhead charges.

When funds are received directly by an institutional academic unit from an external agency to support a specific off-campus program, the Commission's limited overhead policy may be waived, but the institution is obligated for the appropriate amount of System Support Contribution and for observing all other Extended Studies Program policies. The academic unit may exercise academic control, but the institution's designated Extended Studies Program and administrative unit shall be responsible for internal and external coordination, reporting, Commission liaison, conveying Commission policy directives to all affected academic or administrative units of the institution, and institutional compliance with Commission policy. Extended Studies Program policies regarding Primary Service Areas and the procedures for offering programs outside those areas shall be observed. The Extended Studies Program administrative unit shall be reimbursed for administrative expenses incurred on behalf of the program.

Administrative staff personnel who are compensated by the Extended Studies Program shall not be assigned other responsibilities unless proportionate financial reimbursement is provided to the Extended Studies Program. The Extended Studies Program also shall not provide support for any other program or activity without appropriate reimbursement.

Overhead funds shall be disbursed to institutional academic and administrative units at the discretion of the institution's chief executive officer or chief academic officer.

3.04 Faculty Compensation

Compensation for faculty teaching in the Extended Studies Program should be set at appropriate levels but consistent with the self-funding nature of the Extended Studies Program.

3.05 Instructional Travel Reimbursement

3.05.01 Time-in-Transit Payment

Travel time of instructors meeting off-campus classes, at the option of the institution's Extended Studies Program director, may be reimbursed. A lump-sum payment may be made, calculated on the basis of $.50 per mile, one way, one time, from the instructor's home or from the campus, whichever is closer to the location of the class meeting site, for each semester credit.

3.05.02 Reimbursement for Mileage and Subsistence

Mileage and subsistence expenses are reimbursable at rates not to exceed those currently authorized in state travel regulations.

3.06 Authorization for Budget Revisions

If the institution wishes to make major revisions to its Extended Studies budget after approval by the Commission, or if unanticipated over-expenditure occurs in certain accounts, necessitating budget revision, a revised Program Budget Request (Appendix D should be submitted for approval to the Commission's Extended Campus Director.

4.00 DENVER METROPOLITAN AREA EXTENDED STUDIES COORDINATING SYSTEM

4.01 Purpose

The Denver Metropolitan Area Extended Studies Coordinating System is formally organized for the purposes of ensuring coordination among the institutions assigned to offer off-campus instruction in the Denver metropolitan area. Its basic purposes are to ensure that state resources are used effectively and efficiently, to ensure that off-campus educational needs in the area are met, and to foster inter-institutional cooperation.

The assignment of several institutions to the Denver metropolitan area is intended to allow persons interested in off-campus higher education options from which to select. The size and diversity of the population in the area require the resources of all the assigned institutions, as well, if that population is to be adequately served.

4.02 Organization of the System

The institutions which are assigned the Denver metropolitan area as their Primary Service Area shall participate in the Denver Metropolitan Area Extended Studies Coordinating System. These institutions are: the University of Colorado-Boulder, the University of Colorado-Denver, the University of Colorado School of Nursing, Colorado State University, the University of Northern Colorado, and Metropolitan State College of Denver. Each institution shall be represented in each council.

The Colorado Commission on Higher Education holds statutory authority for coordination of off-campus instruction and is responsible for ensuring that effective coordination occurs. The Commission retains final authority for approval or disapproval of all Extended Studies programs.

4.02.01 The Programmers' Council shall include a representative from each participating institution and shall have the following responsibilities:

- To meet as necessary but not less than once each term to compare program plans for the succeeding term for the Denver metropolitan area and to resolve cases of duplication.
- To forward additional programming recommendations to the Directors' Council.
- To make recommendations to the Directors' Council and to the Commission to improve coordinating procedures or inter-institutional cooperation.

The chair of the Programmers' Council shall rotate annually among the institutional representatives in concert with the chair of the Directors' Council.

4.02.02 The Directors' Council shall be comprised of the directors of each participating institution's Extended Studies Program. It shall have the following responsibilities:

- To meet as necessary to resolve cases of duplication appealed by a participating

institution, but at least once annually.

- To discuss new programming needs in the service area and how these might be met.
- To promote distinctive off-campus roles for each participating institution.
- To make recommendations to the Commission on coordinating policies and procedures for the Denver area.
- To discuss coordination with other education institutions.
- To foster good inter-institutional relations.

The chair of the Directors' Council shall rotate annually among the directors. The chairs of the Directors' Council and the Programmers' Council shall be held simultaneously by representatives of the same institution.

4.03 Procedures for Coordinating Course and Program Offerings

4.03.01 During the planning period preceding each term, representatives of each of the participating institutions shall meet with the Commission's Statewide Extended Campus director and shall cross-check all proposed credit course and degree program offerings.

4.03.02 When duplication appears to exist the affected institutions shall, if possible, reach accord in the manner in which duplication shall be prevented. If this procedure is not successful, the Commission's Statewide Extended Campus director shall select the institution which may offer the planned course or program. The other institution shall not offer the same course or program.

4.03.03 An institution may appeal a decision made against it by the Commission's Statewide Extended Campus director by asking for a review by the Directors' Council. Issues that cannot be resolved by the Directors' Council may be appealed to a committee of the academic vice presidents of all of the institutions participating in the coordinating system. Issues remaining unresolved may then be taken to the Commission for final resolution.

4.04 Definition of Duplication

Duplication occurs when the same or similar courses are offered by two or more institutions during the same term; at locations where students reasonably could enroll in either, or any, course; and at times when students reasonably would have the option of enrolling for either, or any, of the courses offered. Courses will not be regarded as duplicative unless all of the criteria are met.

4.04.01 Course Duplication

A. Courses shall be regarded as the same or similar when:

i. the content is in the same discipline or field and deals with the same or similar aspects or sub-specialty of the field or discipline; and

ii. the courses are at the same level -- lower division, upper division, or graduate.

B. Locations will be considered to cause duplication if the potential student reasonably could opt for enrollment in either, or any, similar course. In general, where travel time between locations is extensive, similar courses will not be regarded as duplicative.

C. Courses will be regarded as duplicative, when other criteria also are met, when they are offered during the same part of the day, either daytime or evening. Generally courses will not be considered to be duplicative when one meets in the daytime and the other meets in the evening, but in some cases this may require special review.

D. Courses offered between fall and spring semesters shall not be considered to be duplicative of courses offered in either fall or spring terms, but may be duplicative of one another.

4.04.02 Program Duplication

Degree programs to be delivered off-campus must be proposed, using Extended Studies Program procedures, and approved by the Commission's Statewide Extended Campus director. Programs being considered for development and delivery in the Denver metropolitan area should be presented to the Programmers' Council as early as possible to preclude the possibility of similar programs being developed. Should duplication be discovered between planned programs the same procedure as that for resolving course duplications shall be followed.

5.00 SYSTEM SUPPORT CONTRIBUTION (SSC)

5.01 Basis for System Support Contributions and Due Dates

Each institution participating in the Extended Studies Program obligates itself to contribute to the support of the statewide system. The support contribution is based upon student credit hours generated for both credit and non-credit classes. Credit will be imputed for non-credit classes with 15 contact hours equivalent to one semester credit hour. The System Support Contribution (SSC) shall be based on the student credit hours generated in the previous year and shall be due and payable on or before March 1.

The Commission approves Extended Studies tuition rates at levels sufficiently high to accommodate the addition of funds to be passed through to the Commission for the System Support Contribution. That component of tuition does not represent institutional funds, but is monies raised on behalf of the Extended Studies Program. Institutions serve as a conduit for the contributed funds to be paid to the Commission for support of the program. Funds contributed by the institutions are Extended Studies Program funds and are held by or expended by the

Commission on behalf of the program.

5.02 Statewide Delivery and Subsidy of Rural Programs

The Extended Studies Program is based on the concept that educational opportunity should be available throughout the state and that an organized, statewide system can serve the needs of citizens residing in all regions of the state. In order to ensure statewide delivery of instruction some institutions are assigned to serve the less-populated regions of the state. Programs offered in these areas may not be able to be financially self-supporting. Revenue earned in the more densely-populated urban areas and deposited as SSC with the Commission may be used to subsidize institutions that sustain losses from operating programs primarily serving rural populations. The Commission may authorize a reasonable subsidy from SSC funds for those institutions that require it upon receipt of the Institutional Extended Studies Program Budget Request. No subsidy shall be provided until the institution submits a satisfactory year-end financial report. (See Part B, 2.01.02.)

5.03 System Support Contribution Rates

All institutions return to the Commission $1.00 for each semester student credit hour (or imputed credit hour) generated from all Extended Studies Program instruction, credit and non-credit, in the previous year. The SSC will be calculated each year on the student credit hours generated by the enrollment on the close of the date on which students may drop classes with no refund of tuition or fees. Students who receive a refund of any amount shall not be included in determining student credit hours and the SSC. Students who withdraw after the refund date shall be counted in determining student credit hours and the SSC. For non-credit instruction 15 contact hours equals one semester credit.

Institutions that fail to satisfactorily complete the B-2 report, which yields the student credit hour basis for the contribution, prior to the date that System Support Contributions are due, March 1, are required to contribute by that date the same amount of SSC as in the previous year. Upon submission of a satisfactory B-2 report the institution shall contribute any additional funds owed or shall be granted a refund.

5.04 Authorized Expenditure of Extended Studies Funds

Funds accumulated in institutional Extended Studies accounts in excess of actual Extended Studies Program expenses shall be expended only for direct support of additional Extended Studies activities which are consistent with Extended Studies Program goals and policies, or they may be rolled-forward and utilized in the succeeding year for general Extended Studies Program support. No exceptions to this policy are authorized without the written consent of the Commission's Extended Campus director.

Except for appropriated overhead funds, funds obtained from System Support Contributions held by the Commission on Higher Education shall be expended only for activities directly in support of the Extended Studies Program.

5.05 Expenditure of SSC Funds for Development Grants

The Commission may offer Extended Studies Program Development Grants utilizing part of the SSC funds to support special programs or projects consistent with the mission of the Extended Studies Program. Decisions on the funding of proposed programs and projects shall be made by the Commission with the advice of the Extended Studies Program Advisory Committee. Grant funds shall be used only for Extended Studies Program development. The institution also is expected to contribute partial funding from other sources toward the development of any program receiving grant funding.

These criteria also are to be met by grant-funded program development projects:

- the program to be developed is legitimately a continuing education program;
- the project is replicable by other Extended Studies Program institutions;
- evaluation procedures are included in the proposal with a systematic procedure for disseminating the results;
- the proposed project should show promise of generating income.

The following procedures are to be followed:

5.05.01 Extended Studies Program Development Grants may be requested when the availability of funds is announced by the Commission.

5.05.02 All requests must clearly identify the purposes to be achieved and must include:

- a statement of need with all available supporting data;
- a description of the activities to be carried out;
- identification of the staff to be used;
- identification of the geographic area and the target group primarily affected;
- the method of evaluating the results;
- a budget;
- any other information that supports the request.

5.05.03 No more than three proposals for grant-funded projects may be submitted by one institution in any request period. All proposals shall be submitted together with their priority indicated. Six (6) copies of each proposal shall be submitted.

5.05.04 Institutions receiving development grants shall submit a request for funds to the Commission.

5.05.05 Reports shall be made to institutional Extended Studies directors, as follows:

- oral presentations on projects approved for funding shall be made at the next regular meeting of Extended Studies directors;
- upon completion, a final written report shall be disseminated to all Extended Studies directors and an oral presentation, emphasizing the results, follow-up activities, replicability, and implications of the project, shall made at the next meeting of directors.

5.06 Contingency Account

The Commission may budget a portion of the SSC for a contingency account. These funds may be held pending future program needs. Funds may be allocated from the account to institutions for Extended Studies Program development when the balance exceeds $50,000.

5.07 Unexpended Income

All unexpended income realized by the individual Extended Studies programs at the close of the fiscal year beyond the expenditures and the SSC for that program shall be reported to the Commission and the funds shall be employed only in the Extended Studies Program.

5.08 Accountability for Use of Funds

Failure to contribute SSC funds in accordance with the policies will result in notification of the institution's chief executive officer and a request for the chief executive officer's explanation for the non-compliance. Spending authority for the institutions' Extended Studies Programs is dependent upon compliance with Commission policies.

6.00 MINIMUM CLASS SIZE

Institutions' Extended Studies Program administrators shall establish minimum class sizes which ensure that tuition revenues are sufficient to cover necessary operating expenses and the institution's System Support Contribution.

7.00 STUDENT REGISTRATION AND STUDENT SERVICES

7.01 Required Registration

All persons who attend an Extended Studies Program class, credit or non-credit, shall be registered and shall pay all required tuition (and fees, if any). Faculty, staff, and resident instruction students who have paid tuition and fees on-campus are not exempt from this policy.

Faculty and staff of sponsoring institutions who are permanent employees may be enrolled in Extended Studies courses on a space-available basis when minimum enrollment levels have been reached for reduced tuition at not less than 50 percent of regular tuition. The System Support Contribution shall be assessed in full for student credit hours (or imputed hours) so generated. Full-time employees are limited to six semester hours per fiscal year and part-time employees are limited to a proportional number.

7.02 Space Available Registration for Senior Citizens

Persons age 62 or older may be registered without payment of tuition on a space available basis after the institution has determined that the class enrollment exclusive of such persons is adequate to offer the course. No credit shall be offered for completion of such courses, but a certificate of completion may be awarded.

7.03 Counseling

Counseling and other student personnel services should be made available to students in off-campus programs. When costs of providing these services can be demonstrated they may be included in the Extended Studies Program budget.

7.04 Financial Aid

Contingent upon the availability of funds, institutions may offer financial aid to qualified Extended Studies Program students by agreeing to follow certain administrative procedures and policies. Institutions not previously agreeing to participate but who wish to do so should contact the Commission for details of the program.

7.05 Student Fees

Students enrolling in courses through the Extended Studies Program component shall not be required to matriculate and to pay a matriculation fee to the sponsoring institution. Student activity, health, or other non-instructional fees shall not be mandatory for Extended Studies Program students. The services may be offered to students enrolling in credit courses and, when accepted, the fees may be charged. Facility use fees shall not be assessed by the Extended Studies Program institution.

7.06 Student Financial Obligation

Any student who owes tuition and who has not made a deferred payment arrangement shall not be permitted to re-enroll or to have transcripts issued until the tuition balance has been paid.

8.00 POLICIES ON INDEPENDENT (CORRESPONDENCE) STUDY

8.01 Initiation of New Independent Study Courses

8.01.01 Policies

The Colorado Consortium for Independent Study was formed to enable institutions to develop cooperative programs, to coordinate their efforts to develop and publicize their independent study programs, and to prevent duplication of courses. New courses can and should be developed by institutional members of the Consortium, but there should be assurance that a planned new course does not duplicate an existing course or a course being planned by

another institution.

Consortium members shall submit information on each planned independent study course to the Commission's Statewide Extended Campus director, the coordinator of the Consortium, for determination of possible course duplication. Approval to initiate the course shall be received by the institution before any agreements are made with faculty members or other persons to begin the preparation of the course. The Commission's Statewide Extended Campus director will determine through analysis of institutional catalogs and appropriate consultation with institutional representatives whether or not duplication in course content exists.

In case two institutions propose the same new course, the Consortium membership may be asked to determine which institution should actually develop the course. In any circumstance where an institution disagrees with the determination of the Commission's Statewide Extended Campus director, it may ask for Consortium review. If disagreements remain, such matters shall be referred to a committee of the deans and directors of the member institutions and ultimate resolution, if needed, shall be the responsibility of the Commission.

8.01.02 Procedures

An institution wishing to begin preparing a new independent study course shall submit a memorandum to the Commission's Statewide Extended Campus director, with copies to all other Consortium members, with the following information:

Course Number
Course Title
Course Description

New information on existing independent study courses which are being revised also shall be submitted. For college credit courses this information shall come from the institution's general catalog. Only credit courses which have been approved through all institutional procedures shall be prepared for independent study.

8.02 Revision of Independent Study Courses

Independent study courses shall be reviewed for possible revision by the sponsoring institution at least every three years.

8.03 Chair of the Consortium for Independent Study

The chair of the Consortium shall rotate annually among the institutional member representatives.

8.04 Refunds for Independent Study Courses

Refunds for independent study courses shall not be granted beyond forty (40) days from the date upon which the student enrolled. Within the forty day period institutions may grant partial

refunds, if they wish.

8.05 Basis for System Support Determination: Independent Study Courses

The System Support Contribution (SSC) shall be determined upon the basis of courses completed in a given term.

9.00 SPACE AVAILABLE PROGRAMS

Institutions may enroll students through the Extended Studies Program in on-campus resident classes after regular registration when minimum institutional class enrollments have been met but when space for additional enrollment remains. Students enrolling in Space Available programs will be accounted for as Extended Studies Program students only, not FTE-generating resident students. The institution shall be responsible for the System Support Contribution for the student credit hours generated.

Students enrolling in Space Available programs ordinarily shall have continuing education purposes for enrolling, be non-degree, be enrolled on a part-time basis (as defined by the institution), and shall pay tuition at rates established for the Extended Studies Program.

The institution's Extended Studies administrative office shall collect all tuition (and fees when appropriate) and may reimburse academic and academic support units of the institution for reimbursable direct administrative and instructional expenses associated with the Space Available program. Such reimbursement shall not exceed two-thirds of the amount received from tuition and fees.

Section IV

Part D Off-Campus State-Funded Programs

1.00 INTRODUCTION

The purpose of this program is to increase access to degree programs for Colorado residents and to complement the Extended Studies program.

2.00 OBJECTIVES

By statute, the Colorado Commission on Higher Education has the responsibility to define and recommend those off-campus programs that will receive state funding. The statute reads:

"The commission shall set policies, after consultation with the governing boards of institutions, which define which courses and programs taught outside the geographic boundaries of the campus may be eligible for general fund support. The commission may include funding for those courses and programs in its systemwide funding recommendations to the general assembly."

3.00 PROCESS

The process below applies to all proposals developed to request state funding for off-campus programs.

3.01 State Priorities and Maximum FTE

The Commission annually will approve the priorities for the next fiscal year's Off-Campus State-Funded Program proposals. It will also approve separate, maximum FTE amounts for rural and urban programs. The priorities and the FTE amounts will be developed by staff in consultation with the governing boards. (See Appendix K for the program priorities and FTE limits for the FY 1993 program.)

3.02 Proposal Submission Dates

Proposals from governing boards are due annually on August 1.

3.03 Staff Review and Commission Approval

Staff will review and prioritize the proposals based on the approved priorities. The Commission will approve Off-Campus State-Funded programs to begin the next fiscal year.

3.04 Program Length

Off-campus programs will continue for the length of the proposal and will generate funding in proportion to the amount of FTE generated from the program, up to the approved maximum amount. To continue the program beyond the length of the proposal will require Commission approval.

3.05 Funding Rates

The Reexamination of the Base Committee will recommend FTE funding rates for both urban and rural FTE.

3.06 Annual Report

Each institution must submit an annual report to the Commission through its governing board by September 1. The annual report shall include financial and programmatic data and the findings of the institution's evaluation of each program at each delivery site. (See section 4.06, below, and Appendix M.)

3.07 Additional Reporting

Institutions must also report consistent with SURDS and FTE policies.

4.00 ACADEMIC STANDARDS

4.01 Program Faculty

All faculty employed or assigned to teach at an off-campus site must meet the established criteria for faculty at the institution. This includes regular on-campus faculty and any affiliate or adjunct faculty.

4.02 Students

The admissions standards for all off-campus programs must be the same as the on-campus standards.

4.03 Program Requirements

Only degree, certificate, or endorsement area programs approved by the Commission for offering on-campus by the institution sponsoring the proposal are eligible for approval as Off-Campus State-Funded Programs.

On-campus and off-campus requirements are to be the same, except that residency requirements may be satisfied through attendance at an Off-Campus State-Funded Program Site. Requirements for practicum/internship experiences, number of required and elective hours, core and emphasis

area requirements, comprehensive examinations, assessment efforts and thesis standards must have the same expectations for off-campus sites and for on-campus programs.

4.04 Curriculum Standards

Off-campus courses taught at an off-campus site shall meet the same curriculum standards as on-campus courses. The same academic standards shall apply regardless of the method of instruction.

4.05 Support Systems

Each institution offering off-campus programs must demonstrate the availability of educational support systems necessary to accomplish the objectives of the program.

4.06 Program Review and Evaluation

Off-Campus State-Funded Programs shall be evaluated annually by the sponsoring institution in accordance with Commission guidelines. (See Appendix M.) The evaluation report is to be included in the annual report. (See section 2.06, above.)

5.00 CONTENT OF THE PROPOSALS

Each new proposal shall include the following:

5.01 Program Description

Each proposal for delivering a program will describe the program to be offered. (A program is defined as a sequence of related courses that lead to a CCHE approved degree or a sequence of related courses that leads to the attainment of professional licensure, certification or a new endorsement area.)

5.02 Description of the Field of Study

5.03 Description of Faculty and Support Resources Available to Offer the Program

- Does the off-campus site have the resources (facilities, equipment, library holdings, administrative capabilities, etc.) to support this program at a level of quality comparable to the on-campus program?
- Does the offering institution have the resources (faculty, academic and financial aid advising capabilities, etc.) to offer the program at a level of quality comparable to the on-campus program?
- If this program is to be offered in whole or in part through telecommunications, do the sending and receiving sites have the necessary technology and experienced technical staff?

5.04 Description of the Intended Off-Campus Site

- Describe the agreement between institutions if the program is offered on another institution's campus.
- Justify offering the program at a site that is not another higher education institution's campus.
- Document the agreement of the host institution and the providing institution to offer programs in the former's service area.

5.05 Need

- Describe the needs assessment mechanism that leads the institution to believe that there is an unmet need. The proposal should also justify that there will be no unnecessary duplication if this program is approved.
- Describe the data that indicate the program is needed by Colorado residents.
- What similar existing programs, within the geographic area, could serve persons for which the program is designed? How would this program differ from those programs?
- For graduate teacher education programs, explain how the request is in compliance with the annual statewide needs assessment.

5.06 Justification for State Funding

The proposal must justify the need for state funding and include an analysis of why this program cannot be offered through cash-funding. An Off-Campus State-Funded Program shall not replace an existing Extended Studies Program.

- What is the justification for requesting state funding?
- Is this program currently delivered through the cash-funded Extended Studies Program?
- Is there sufficient enrollment to support this program through cash funding?

5.07 Budgeting and Funding

The proposal should include a budget for every year the program is to be offered. Funding will be provided for approved programs up to the approved level of FTE. Under no circumstances will the total amount of state funds allocated be in excess of the amount generated by FTE or above the approved level of FTE.

Funds will be provided for reimbursement of FTE generated in Off-Campus State-Funded Programs in the succeeding year (a one-year lag).

5.08 Governing Board Priority for Rural and Urban Proposals

Each proposal must be prioritized by the governing board before submission to CCHE. Each governing board should submit a list of proposals prioritized for rural access and one for urban access. Programs offered in front range counties (Larimer, Weld, Boulder, Denver, Jefferson, Arapahoe, Adams, El Paso, Pueblo, Douglas) will be considered urban programs. Programs offered in other counties will be considered rural programs. Certain areas of front range counties, however, are very rural with little access to large urban centers. An institution may request an exception if the program to be offered is in a front range county, but in a rural area of that county. The exception must be justified with an explanation of why this program should be considered rural. The governing board should state how the proposed program fits into the short-range and long-range plans of the governing board.

5.09 Institutional, Commission, and State Goals

How does this program meet institutional, Commission, and state goals?

- How are program goals related to the mission and master plan of the institution?
- How does this program propose to meet the institution's affirmative action requirements of supporting the diversity of both faculty and students?

5.10 Estimate of the Time Needed to Complete One Cycle of the Program

5.11 Identification of the Administrative and Coordinating Structure Necessary to Deliver These Programs

5.12 Impact on Air Quality and Transportation Needs

Estimate the impact of offering these programs on air quality and transportation needs.

5.13 Auraria Space

In their proposals, Metropolitan State College of Denver and the University of Colorado at Denver should estimate the amount of space that will become available at the Auraria Higher Education Center if this program is delivered off-campus.

5.14 Required Cover Sheet

The standard cover sheet must be attached to all proposals submitted by governing boards. Proposals for new programs must respond to all relevant items in this section (5.00). A completed cover sheet alone may be submitted for continuing programs approved in a prior year. (See Appendix L.)

6.00 REPLACEMENT OF THE CURRENT ALTERNATIVE SITE AND COOPERATIVE PROGRAM POLICIES

This policy replaces the Alternative Site and Cooperative Program policies. Current programs originally approved as Alternative Site Programs have been converted to Off-Campus State-Funded Programs. Cooperative Programs currently being offered may continue until July 1, 1994. In order to continue beyond that date, governing boards must submit new proposals consistent with the guidelines in this policy. Until that time, the programs will generate FTE at the rate approved and these FTE will be added to the funding formula.

Section IV

Part E Instruction Out-of-State and Out-of-Country

1.00 GENERAL POLICIES

Instruction delivered out-of-state or out-of-country is authorized in Colorado statute but is subject to different review procedures. State funds shall not be used. Such instruction normally will be part of the Extended Studies Program and shall be administered by the institution's designated Extended Studies office and in compliance with the policies and procedures for cash-funded Extended Studies programs. Policies and procedures for proposing and reporting out-of-state instruction are included as Appendix I.

2.00 OUT-OF-STATE AND OUT-OF-COUNTRY PROGRAMS AND COURSES EXCLUDED FROM THESE POLICIES

The following types of instruction are excluded from the policies concerning out-of-state and out-of-country programs and courses.

- Class excursions (field trips) which are held as part of regular on-campus classes.
- Correspondence courses and instruction delivered via television, videotape, or other mass medium (which shall be delivered under the policies and procedures of the Extended Studies Program).
- Institution-sponsored study-abroad programs which are administered on-campus and offered primarily for the benefit of regularly enrolled degree-seeking students. Study-abroad programs advertised to the general public and which enroll more than a small proportion of persons who are not regular on-campus, degree-seeking students shall be offered, cash-funded, through the Extended Studies Program.
- Internships, cooperative education experiences, and student teaching arranged for sites outside of Colorado which are offered to regularly-enrolled degree-seeking students.

3.00 OUT-OF-STATE CLASS EXCURSIONS IN THE COLORADO STATEWIDE EXTENDED STUDIES PROGRAM

Class excursions (field trips) taken outside of the state which are scheduled parts of regular classes offered through the Colorado Statewide Extended Studies Program are permissible without a special request. The instruction must originate in Colorado, enrollment of students must be

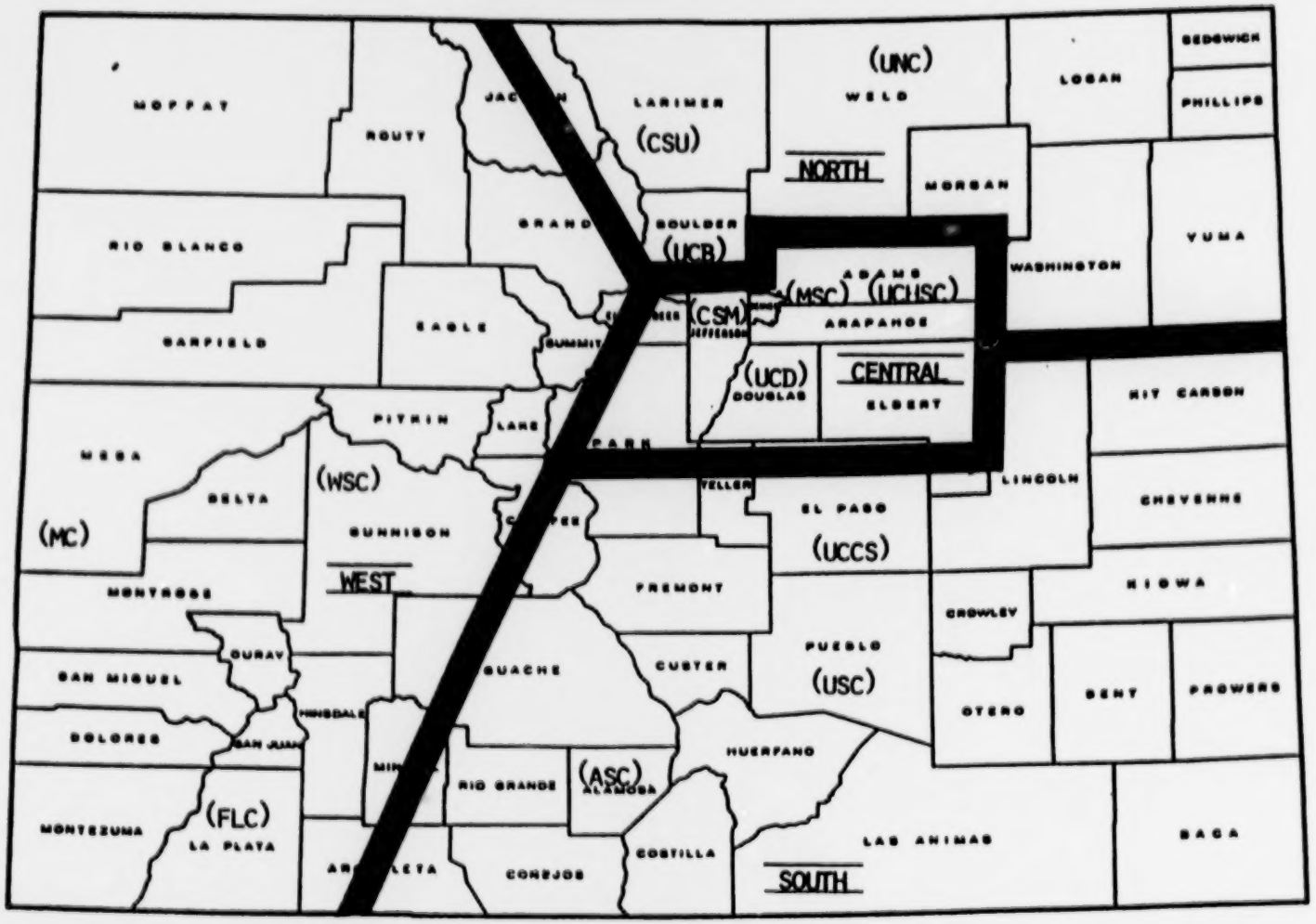
conducted within the state, and the majority of classes or other learning experiences must be conducted within the state. Classes that do not meet these criteria are subject to the approval processes described in Appendix I.

APPENDICES

A	Extended Studies Advisory Commission Representation Regions
B	Extended Studies Primary Service Areas
C	Requests for Programs on Military Installations
D	Extended Studies Budget Request Format
E	Extended Studies B-2 Instructions
F	Policy Compliance Survey Form
G	Policies, Procedures, and Forms for Extended Studies Degree Programs
H	Year-End Extended Studies Financial Report
I	Policies and Procedures Concerning the Offering of Out-of-State Instruction
J	Cover Sheet for Off-Campus State-Funded Program Proposals
K	Program Priorities and FTE Limits for the 1992-93 Off-Campus State-Funded Program
L	Format for the Annual Report and the Institutional Evaluation of Off-Campus State-Funded Programs
M	Institutional Facilities Agreement

APPENDIX A

REGIONS FOR INSTITUTIONAL REPRESENTATION
ON THE EXTENDED STUDIES PROGRAM ADVISORY COMMITTEE



Five Advisory Committee members are elected, one from each region (as illustrated above), and one "at-large."

APPENDIX B

SERVICE AREAS FOR
UNDERGRADUATE PROGRAMS

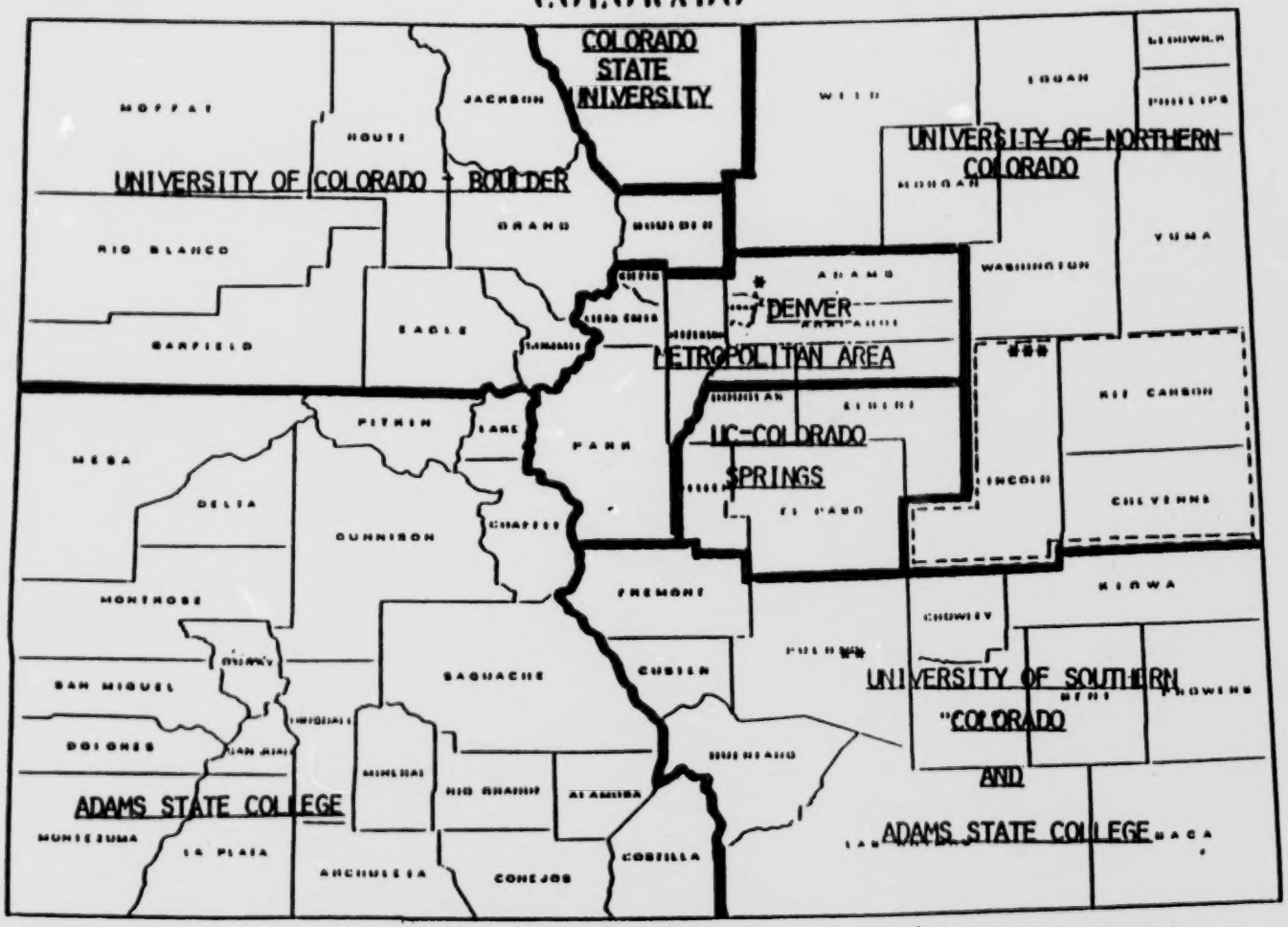
COLORADO STATEWIDE EXTENDED
STUDIES PROGRAM

*Denver metropolitan area served by UCB, UCD, CSU, UNC, and MSC.

SERVICE AREAS FOR
GRADUATE PROGRAMS

COLORADO STATEWIDE EXTENDED
STUDIES PROGRAM

COLORADO



*Denver metropolitan area served by UCB, UCD, UNC, CSU, and ASC (contract instruction in education only).

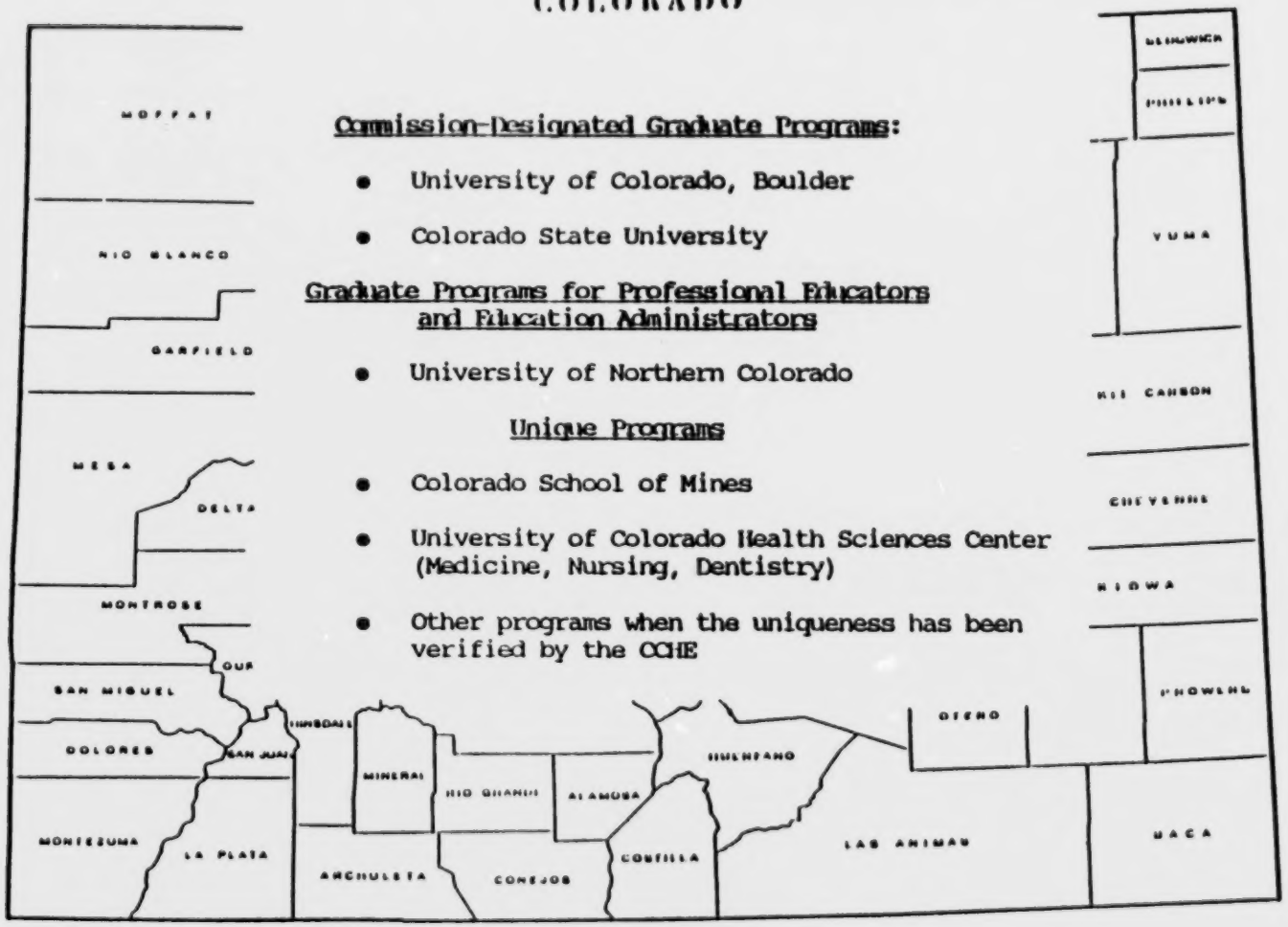
**USC may offer instruction from its approved graduate program that is not available from ASC.

***ASC may offer contract instruction in education only in Lincoln, Kit Carson, and Cheyenne counties.

STATEWIDE SERVICE ASSIGNMENTS

COLORADO STATEWIDE
EXTENDED STUDIES PROGRAM

COLORADO



Commission-Designated Graduate Programs:

- University of Colorado, Boulder
- Colorado State University

Graduate Programs for Professional Educators and Education Administrators

- University of Northern Colorado

Unique Programs

- Colorado School of Mines
- University of Colorado Health Sciences Center (Medicine, Nursing, Dentistry)
- Other programs when the uniqueness has been verified by the CCHE

Service Areas -- Narrative Description

Adams State College

Adams State College shall provide Extended Studies graduate and undergraduate instruction and Resident Instruction two-year academic programs in Saguache, Mineral, Rio Grande, Alamosa, Conejos, and Costilla counties. It shall cooperate with Mesa State College in providing any needed two-year academic programs, coordinated by the central office of The State Colleges in Colorado, in Gunnison and Hinsdale counties.

It also shall provide graduate instruction in Fremont, Custer, Pueblo, Huerfano, Crowley, Kiowa, Otero, Bent, Prowers, Las Animas, Baca, Archuleta, La Plata, San Juan, Montezuma, Dolores, San Miguel, Hinsdale, Ouray, Montrose, Delta, Mesa, Gunnison, Pitkin, Lake, and Chaffee counties. Adams State College shall begin phase-in of its graduate program and Western State College phase-out of its graduate program, effective July 1, 1987, in the service area previously served by Western State College consisting of Hinsdale, Ouray, Montrose, Delta, Mesa, Gunnison, Pitkin, Lake, and Chaffee counties, and eastern San Miguel County, divided on a north-south line immediately west of the City of Norwood, including the City of Norwood. Graduate programming offered in the area served by Western State College should be coordinated, and, insofar as possible, offered cooperatively with Western State College.

Adams State College also holds the authority to provide graduate instruction to schools districts upon their request in Lincoln, Kit Carson, and Cheyenne counties and in the Denver metropolitan service area composed of Denver, Jefferson, Adams, Arapahoe, Gilpin, Clear Creek, Park, and northern Douglas and Elbert counties divided on an east-west line immediately north of the City of Castle Rock, exclusive of the City of Castle Rock.

Colorado School of Mines

The Colorado School of Mines shall provide its unique programs statewide.

Colorado State University

Colorado State University serves Larimer County and the Denver metropolitan area composed of Denver, Jefferson, Adams, Arapahoe, Gilpin, Clear Creek, and Park counties and northern Douglas and Elbert counties, divided on an east-west line north of the City of Castle Rock, exclusive of the City of Castle Rock. Colorado State University's role also includes provision of designated graduate programs statewide.

Fort Lewis College

Fort Lewis College serves Montezuma, La Plata, Archuleta, San Juan, and Dolores counties and western San Miguel County, divided on a north-south line west of the City of Norwood exclusive of the City of Norwood.

Mesa State College

Mesa State College provides undergraduate programs in Mesa, Delta, Montrose, Ouray, Garfield, Rio Blanco, Moffat, and eastern San Miguel County divided on a north-south line immediately west of the City of Norwood, inclusive of the City of Norwood.

Mesa State College shall provide Resident Instruction two-year academic programs in Mesa, Delta, Montrose, San Miguel and Ouray counties. It shall cooperate with Adams State College in providing any needed two-year academic programs, coordinated by the central office of The State Colleges in Colorado, in Gunnison and Hinsdale counties. The College's service area for vocational programs is Mesa County.

Metropolitan State College

Metropolitan State College provides undergraduate programs in the Denver metropolitan area composed of Adams, Arapahoe, Denver, Jefferson, Gilpin, Clear Creek, and Park counties and northern Douglas and Elbert counties, divided on an east-west line north of the City of Castle Rock, exclusive of the City of Castle Rock.

University of Colorado at Boulder

The University of Colorado at Boulder serves Boulder County and the Denver metropolitan area composed of Adams, Arapahoe, Denver, Jefferson, Gilpin, Clear Creek, and Park counties and northern Douglas and Elbert counties divided on an east-west line north of the City of Castle Rock, exclusive of the City of Castle Rock. In addition, its service area for graduate instruction includes Moffat, Rio Blanco, Garfield, Routt, Jackson, Grand, Summit, and Eagle counties. The University of Colorado at Boulder's role also includes provision of designated graduate programs statewide.

University of Colorado at Colorado Springs

The University of Colorado at Colorado Springs serves El Paso, Teller, and southern Douglas and Elbert counties, divided on an east-west line north of the City of Castle Rock, inclusive of the City of Castle Rock.

University of Colorado at Denver

The University of Colorado at Denver serves the Denver metropolitan area composed of Adams, Arapahoe, Denver, Jefferson, Gilpin, Clear Creek, and Park counties and northern Douglas and Elbert counties divided on an east-west line north of the City of Castle Rock, exclusive of the City of Castle Rock.

University of Colorado Health Sciences Center

Unique programs of the Schools of Dentistry, Medicine, and Nursing may be offered statewide. Nursing programs shall be coordinated with similar programs offered by public institutions in their services areas.

University of Northern Colorado

The University of Northern Colorado serves Weld, Morgan, Logan, Sedgwick, Phillips, Washington, Yuma, Lincoln, Kit Carson, and Cheyenne counties. It also serves the Denver metropolitan service area consisting of Adams, Arapahoe, Denver, Jefferson, Gilpin, Clear Creek, and Park counties and northern Douglas and Elbert counties divided on an east-west line north of the City of Castle Rock, exclusive of the City of Castle Rock. Its role also includes provision statewide of graduate programs for professional educators and education administrators.

University of Southern Colorado

The University of Southern Colorado provides undergraduate instruction, and graduate instruction from its approved graduate degree programs which are not available from Adams State College, in Fremont, Custer, Pueblo, Crowley, Otero, Kiowa, Bent, Prowers, Las Animas, Huerfano, and Baca counties.

Western State College

Western State College provides undergraduate instruction in Hinsdale, Gunnison, Lake, Chaffee, Pitkin, Eagle, Summit, Grand, Routt, and Jackson counties. The College may continue to offer graduate instruction in the previously-named counties and in Mesa, Delta, Montrose, and Ouray counties and eastern San Miguel County, divided on a north-south line west of the City of Norwood, inclusive of the City of Norwood, but it shall begin phase-out of the graduate programs effective July 1, 1987. Graduate programming shall be coordinated with, and, insofar as possible, offered cooperatively with Adams State College.

APPENDIX C

Military Installation Letterhead
(as appropriate)

(Addressee: Chief Academic Officer)

Dear _____:

This office has determined the need among military personnel and civilian employees for the courses or programs of instruction listed on the enclosed form to be offered on this installation. In accordance with the policy of the Colorado Commission on Higher Education, we are requesting your institution as the nearest appropriate institution to provide the instruction needed.

If your institution is able to provide all or part of the educational opportunities requested, please notify this office by (date, two weeks later) so that we can initiate the procedures with your office of continuing education to offer the course on the installation. If part or all of the request cannot be met, please let us know so that another institution can be contacted. Commission on Higher Education procedures call for referral of the request to other state colleges or universities as directed by the Commission first, then to out-of-state institutions, if necessary.

Thank you for your attention to this request.

Sincerely,

Military Education Director

cc: Institutional Chief Executive Officer
Institutional Continuing Education Officer
CCHE Statewide Extended Campus Director

COURSE REQUEST FORM
(Military Installation Programs)

1. Requesting Military Installation:_____

2. Term and Year Instruction Requested For:_____

3. Courses of Instruction (or Program) Requested:
   [Indicate for each course or program: if Lower Division (LD), Upper Division (UD), or Graduate Level (G).]

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

4. Special Criteria or Needs, if any:

5. Signature of Requesting Officer:_____

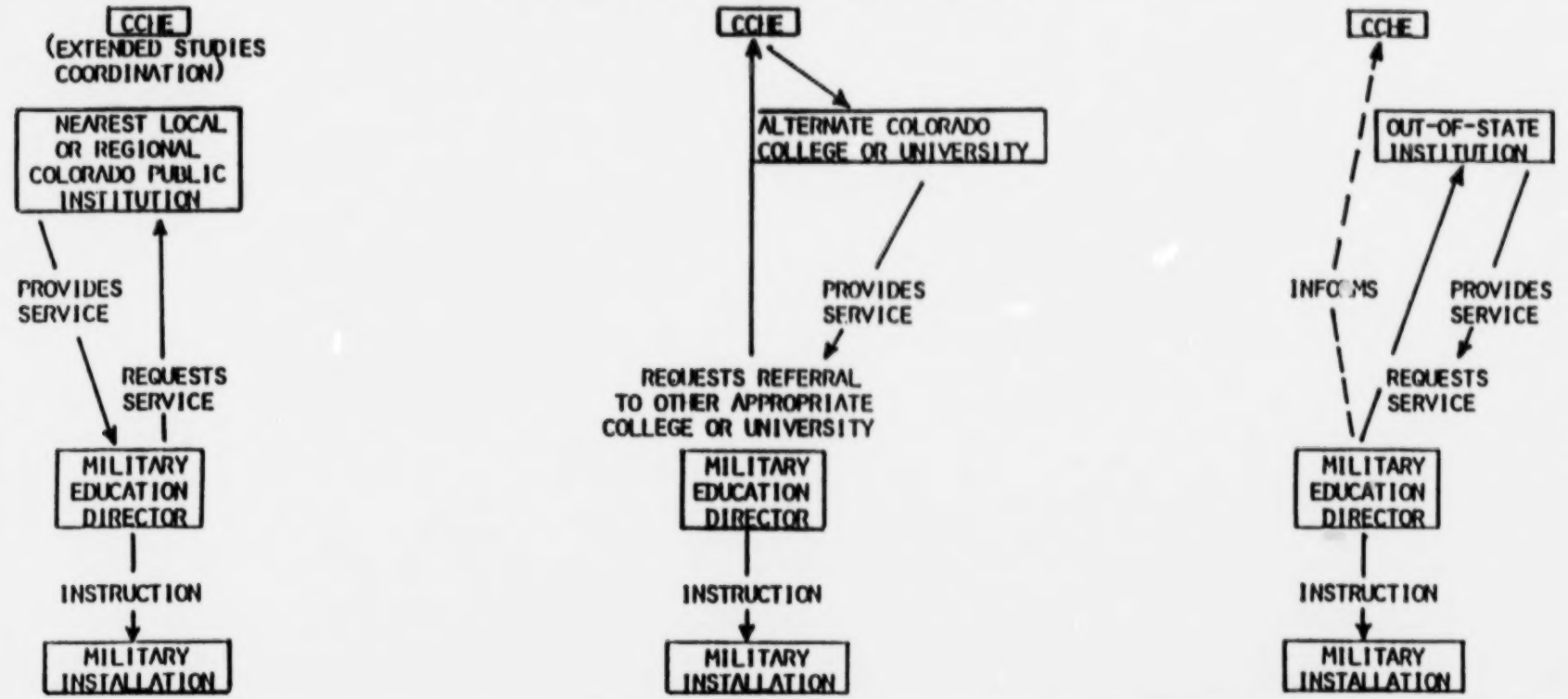
   Title:_____

   Date of Request:_____

Original: Institutional Chief Academic Officer

Copies: Institutional Chief Executive Officer
Institutional Continuing Education Officer
CCHE Statewide Extended Campus Director

PROCEDURES FOR MILITARY EDUCATION REQUESTS



PROCEDURES:
(1) SEEK SERVICE FROM NEAREST COLORADO PUBLIC INSTITUTION; IF NOT AVAILABLE, GO TO STEP 2.
(2) REQUEST CCHE TO DESIGNATE ALTERNATE PUBLIC INSTITUTION(S); REQUEST SERVICES; IF SERVICES ARE NOT AVAILABLE, GO TO STEP 3.
(3) SEEK SERVICES FROM OUT-OF-STATE INSTITUTION; INFORM CCHE.

APPENDIX D

COLORADO COMMISSION ON HIGHER EDUCATION
1300 Broadway, Second Floor
Denver, Colorado 80203

Institutional Extended Studies Program Budget Request

Institution:_____

For Year 19__-__

I. NARRATIVE

Narratively describe the main thrusts of your institution's planned component of next year's Extended Studies Program. Emphasize the significant changes expected or planned in your program.

Identify:

- the counties in which the majority of your program will be delivered;
- the major types of programs to be emphasized (e.g. school district contract programs, non-credit business-oriented; undergraduate open classes);
- any unique or discrete new programs that represent a special sub-category of your program; (these are to be budgeted in section V, below);
- programs planned for statewide delivery next year.

(USE SPACE BELOW AND ATTACH ADDITIONAL PAGES, AS NECESSARY.)

II. FINANCIAL SUMMARY

PROJECTED ENROLLMENT AND REVENUE

	Enrollment	Student Cr. Hrs.	Income
Credit Program	_____	_____	$_____
Non-Credit Program	_____	_____ (Imputed)	$_____

Special Fees; Other Sources of Revenue (Identify)

_____ $_____

_____ $_____

_____ $_____

TOTAL REVENUE $ _____

EXPENSES	Percent of Total Expenses	
Instructional	_____%	$_____
Administrative (Provide cost breakdown on page D-3)	_____%	$_____
System Support Contribution Based on generation of _____ student credit hours x $1.00	_____%	$_____

Institutional Overhead (May be an Expense item) $_____

Institutional overhead is limited to not more than 8 percent of Extended Studies Program personnel costs, both administrative and instructional, at institutions whose Extended Studies Program gross expenses are less than $1 million. Institutional overhead is limited to not more than 6.5 percent of gross expenses of the Extended Studies Program at institutions whose gross expenses are over $1 million. Direct costs of institutional services provided to the Extended Studies Program, if any (e.g. admissions, record-keeping, computer services, facilities for offices and classrooms, and any contributions to academic or administrative units), shall be included in the maximum overhead amount claimed. If lower, the costs of such services may be charged to the Extended Studies Program in lieu of overhead. Institutions may provide support services at no cost to the Extended Studies Program and may waive overhead charges.

TOTAL EXPENSES $_____

NET $_____

III. ADMINISTRATIVE AND OVERHEAD COST BREAKDOWN

		Number of Individuals	FTE	Compensation/ Expenditures
1.	Personal Services			
	a. Extended Studies Program Administrators	_____	___	$_____
	b. Extended Studies Program Coordinators	_____	___	$_____
	c. Professional Classified Staff	_____	___	$_____
	d. Clerical Support Staff	_____	___	$_____
	e. Hourly Employees	_____	___	$_____
	SUB-TOTAL			$_____
2.	Administrative Travel			$_____
3.	Other Current Expense (Identify Major Items)			
	a._____			$_____
	b._____			$_____
	c._____			$_____
	d._____			$_____
4.	Capital Outlay (Identify Major Items)			
	a._____			$_____
	b._____			$_____

TOTAL ADMINISTRATIVE COSTS $_____

Breakdown Continues, page D-4

Direct and Indirect Costs of Support Services (Institutional Overhead) $_____

Institutional overhead is limited to not more than 8 percent of Extended Studies Program personnel costs, both administrative and instructional, at institutions whose Extended Studies Program gross expenses are less than $1 million. Institutional overhead is limited to not more than 6.5 percent of gross expenses of the Extended Studies Program at institutions whose gross expenses are over $1 million. Direct costs of institutional services provided to the Extended Studies Program, if any (e.g. admissions, record-keeping, computer services, facilities for offices and classrooms, and any contributions to academic or administrative units), shall be included in the maximum overhead amount claimed. If lower, the costs of such services may be charged to the Extended Studies Program in lieu of overhead. Institutions may provide support services at no cost to the Extended Studies Program and may waive overhead charges.

TOTAL OF ADMINISTRATIVE AND OVERHEAD COSTS

$_____

IV. COMPARATIVE DATA FOR PRIOR, CURRENT, AND REQUEST YEARS

	Prior Year, Actual	Current Year, Estimated	Request Year, Projected
Total Number of Classes	_____	_____	_____
Total Number of Enrollments	_____	_____	_____
Total Expenses	$_____	$_____	$_____
Total Revenues	$_____	$_____	$_____
Total SSC	$_____	$_____	$_____

V. NEW SUB-PROGRAM RATIONALE AND BUDGET(S)

For each new, major, planned sub-program, complete this program budget format.

1. Program title or brief identification: _____

_____

2. To what clientele is this program aimed? _____

_____

3. At what locations or in what county(ies) will the program be delivered?

_____

_____

4. Briefly describe the method of delivery of the instruction:

_____

_____

5. Why, or upon whose initiative, was the program developed? _____

_____

6. Estimated enrollment: _____

7. Fiscal projections –

Estimated total revenue $_____
Estimated total expenses $_____

_____

VI. SIGNATURES

Signed: _____ Date: _____
Institution's Extended Studies Program Director

Signed: _____ Date: _____
Institution's Vice President for Academic Affairs

APPENDIX E

B-2 INSTRUCTIONS

FOR REPORTING 1990-91 EXTENDED STUDIES

PROGRAM DATA (IN 1991-92)

Instructions for Reporting Administrative, Program, and
and Financial Data for the Colorado Statewide Extended Studies Program

Colorado Commission on Higher Education
1300 Broadway, Second Floor, Denver, Colorado 80203
866-2723

B-2 CODING AND PROCESSING INSTRUCTIONS FOR 1990-91 DATA
(To Be Reported in 1991-92)

Each institution participating in the Extended Studies Program should prepare data for the preceding year of that program in the manner prescribed below. This manual should be used only for reporting 1990-91 data. Paragraph 1 describes the programs that are used by the institution's computer center to process and reformat the data to submit to the Commission's Statewide Extended Campus director. The remainder of the instructions describe the types of data to be reported and how they are to be coded in the coding sheets. Specimen coding sheets, which may be copied, are sent to institutions. Figure 1, page E-4, is a flowchart which shows the steps in the processing of the B-2 data.

1. Mandatory Format of Data Submission to CCHE

The Extended Studies director at the institution should submit the completed data forms (described in section 2) to the institution's computer center for processing. The data on the forms are input into programs JBIK (edit and reformat data) and JBIM (update file and print proof listing). These are the programs used first in 1983-84 and in succeeding years. The General Government Computer Center (GGCC) has provided each participating institution's computer center with the appropriate documentation and the necessary programs required to process the B-2 program data.

An edit report is produced by program JBIK. The institution's Extended Studies Program director should correct all errors identified by the edit report and resubmit the data forms to the institution's computer center. This process should be repeated until an error free report is produced. A computer print-out proof listing of the final data, free of errors, and a tape of the reformatted data generating the report should be submitted at the end of the fiscal year (by August 31) to the Commission's Statewide Extended Campus director.

The institution's Extended Studies director and the chief fiscal officer should sign-off on the end-of-year report before it is submitted to the CCHE.

THE TAPE SUBMITTED (OUTPUT FROM THE ERROR-FREE JBIM PROGRAM) MUST MEET THE FOLLOWING SPECIFICATIONS:

EBCDIC
Nine Track
Density - 1600 BPI only
Record Length - 100
Block Size - 1,000
1 File Per Tape
Labeled or Unlabeled

An external label must be affixed to the tape identifying the institution and the data. Tapes in the wrong format and/or with uncorrected errors will be returned to the institution for reprocessing. If the institution encounters difficulties, or needs copies of the edit programs, please contact the Commission's Statewide Extended Campus director for clarification prior to submitting a tape.

2. Data Forms

A. The Administrative Data Form (Code 3) is designed to obtain data on the administrative FTE and expenses attributable to the Extended Studies Program. The Code 3 report should be completed once for the entire year.

B. The Course Instruction Data Form (Code 4) is designed to obtain information about each section of each course taught by each Extended Studies institution. One line of the Code 4 form should be completed for each class section taught. The Code 4 report should be completed for each course in each term, but submitted once for the entire year. The Code 4 form also may be used to report financial data for each program type, although alternate methods are preferable.

3. Sponsorship by More Than One Institution

In those instances where two or more institutions cooperatively sponsor a course, the course should be reported by each institution and each should identify only the total number of students enrolled with it and its portion of expenses.

4. Double-Listed Courses

A course recognized in more than one department of an institution (such as "English 101, same as Speech 101") should have an entry made under only one department, the one in which it is principally attached. Thus, if English 101 and Speech 101 are the same course and it is considered as primarily belonging to the department of speech, the full entry of course number, section number, etc., should be made for the speech course. An arbitrary decision may be required in some cases. A duplication of entries should not be made.

5. Overflow of Data

In the event that data overflow a field in the Administrative Data Form (Code 3) the following procedure should be applied:

A. Enter all data in the other fields;

B. In the field in which data overflow, enter as many data as possible (e.g., when five digits, such as 14,500, should be entered into a field of four spaces, enter 9 9 9 9 in the first entry);

C. An additional entry should then be completed as follows:

1) Code columns 1 through 8 only (term, year, institution);

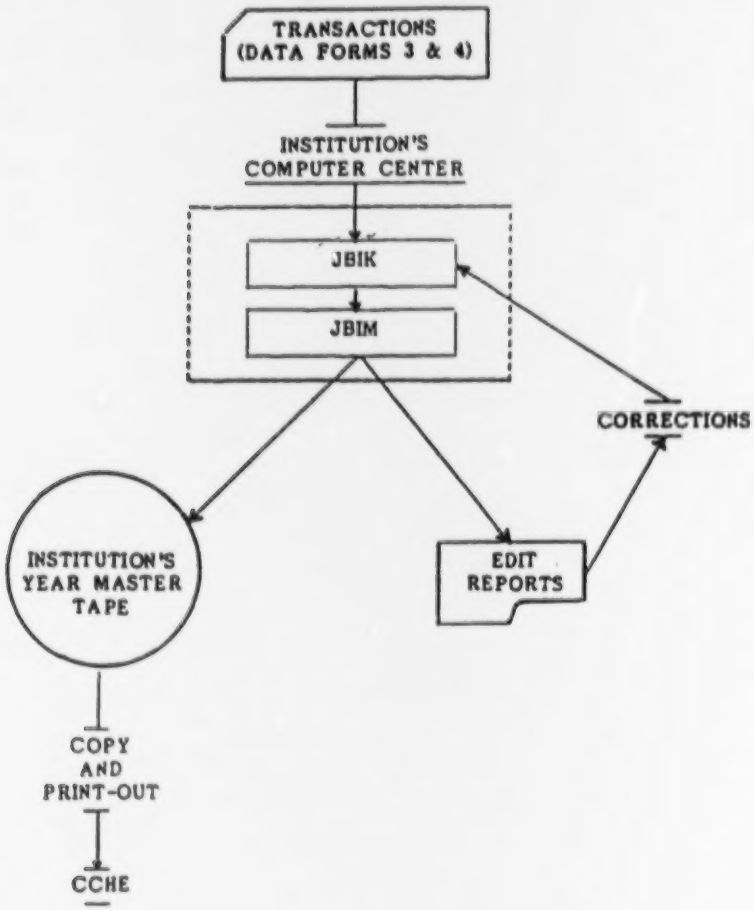
2) Enter the remaining data from the overflowing field. With 9 9 9 9 entered in the first entry (and a total of 14,500 to report) the additional entry in the same field should be 4 5 0 1;

3) All other fields are left blank in the second entry;

4) As many additional entries as needed may be made and all are coded in columns 1 through 8 only plus the additional partial data in the overflowed field.

Figure 1

FLOWCHART OF ADMINISTRATIVE, PROGRAM, AND FINANCIAL DATA INPUT FOR THE EXTENDED STUDIES PROGRAM



6. How to Code Independent Study (Correspondence)

Because a student may enroll in an independent study course at any time and has a year (or more, with extensions) to complete the course, independent study is to be reported in two ways, as follows:

A. New Enrollments. New independent study enrollments only are to be reported with the **financial data**. See the instructions on pages E-11 and E-12.

B. Completed Independent Study Courses. An entry should be made for each course in which at least one student completed all course work and received a grade in that term. The following information should be included:

1) Department Number.

2) Course Number.

3) Section Number: may be left blank.

4) Credit Hours: credit value of the course, not student credit hours.

5) Enrollment: the total number of students who completed the course. (The System Support Contribution will be determined by this number.

6) County: the code for the county in which the institution is located.

7) Class level.

8) HEGIS code: the 2-digit (plus zeroes) code; see the HEGIS code list, page E-14.

9) Expense and Revenue: leave blank.

10) Form Code: Code "4", in column 80.

7. Reporting Financial Data

Financial data may be included with course data if the institution wishes, but it is not required. If financial data are to be reported, they must be reported by "program type." Expense and revenue data are not included with the entries for each course. A separate revenue and expense entry is made for each program type, instead. Refer to the specific coding instructions on pages E-11 and E-12.

Reporting of financial data along with Code 4 instructional program data in the B-2 is optional, but financial data must be reported in Code 3, administrative data. The institution's year-end financial report for its Extended Studies program must be reported in the format included in this manual as Appendix H.

8. Courses Canceled Which Incurred Expenses

Courses canceled which incurred expenses, such as an instructor meeting the first class, should not be entered in the Course Instruction Data Form (Code 4). Those expenses should be considered as administrative expenses and entered in the Administrative Data Form (Code 3).

9. B-2 Data Corrections

Institutions can correct errors by submitting correcting data to their computing centers. An institution may amend data already in the file as follows:

A. To add new records to the file (including records printed in the diagnostic report because of errors), code the records in the same manner as for the original set of data.

B. To change fields in records already in the file, the complete record must be coded like the original data set. The new record will replace the old one in the file.

C. To delete records from the file:

1) The "Code 3" record, a single record, cannot be deleted, but an error in data originally submitted can be corrected by submission of a replacement record.

2) To delete a "Code 4" record, code:

(a) TERM and YEAR in columns 1 through 4;

(b) INSTITUTION NUMBER in columns 5 through 8;

(c) PROGRAM TYPE in column 9;

(d) DEPARTMENT NUMBER in columns 10 through 14;

(e) COURSE NUMBER in columns 21 through 25;

(f) SECTION NUMBER in columns 26 through 31;

(g) CREDIT HOUR VALUE in columns 32 through 34;

(h) "6" in column 80 (the form code column).

The Department, Course, Section Numbers and Credit Hours should be entered as they appeared in the proof listing since this is how they are written in the record.

Specific Coding Instructions
Administrative Data Form (Code "3")

Column

1-4 YEAR: The first four columns identify the academic year; use the following code for 1990-91: 0 9 0 1. (Data are reported for the prior year and for the year as a whole. A zero is used in the Term position.)

5-8 INSTITUTION NUMBER: The institution number, beginning with column 5, should be coded, using the number for the institution in the list on page E-14.

9-11 ADMINISTRATIVE FTE: Enter the full-time equivalent administrators assigned to the Extended Studies Program. Coordinators of specific programs should be accounted for in the field 19-21. Assume 1 decimal. Zero fill; right justify. (Examples: 010 for 1 FTE; 015 for 1.5 FTE.)

12-18 ADMINISTRATIVE COMPENSATION: Total compensation (not just salaries) for the FTE reported above should be reported to the nearest whole dollar. Zero fill; right justify.

19-21 INSTITUTIONAL COORDINATOR FTE: Enter the number of FTE coordinators -- positions assigned to specific programs. Assume 1 decimal. Zero fill; right justify.

22-28 INSTITUTIONAL COORDINATOR COMPENSATION: Total compensation (not salaries) for the FTE reported immediately above should be reported to the nearest whole dollar. Zero fill; right justify.

29-31 PROFESSIONAL CLASSIFIED STAFF FTE: Enter the number of FTE staff having professional responsibilities who are classified in the State Personnel System. Assume 1 decimal. Zero fill; right justify.

32-38 PROFESSIONAL CLASSIFIED STAFF COMPENSATION: Total compensation amount, not salaries, for the FTE reported immediately above should be reported to the nearest whole dollar. Zero fill; right justify.

39-41 CLERICAL SUPPORT FTE: Enter the number of FTE clerical positions assigned to Extended Studies Program responsibilities. Assume 1 decimal. Zero fill; right justify.

42-48 CLERICAL COMPENSATION: Total compensation, not salaries, for the clerical FTE immediately above should be reported to the nearest whole dollar. Zero fill; right justify.

49-55 HOURLY SALARIES: Enter the total amount to the nearest whole dollar paid in salaries for hourly employees utilized in the Extended Studies Program. Zero fill; right justify.

56-61 ADMINISTRATIVE TRAVEL COSTS: Enter the costs to the nearest whole dollar of travel of administrators and coordinators when associated with Extended Studies Program duties. Zero fill; right justify.

62-67 DIRECT AND INDIRECT COSTS OF INSTITUTIONAL SUPPORT: Enter the total amount to the nearest whole dollar reimbursed to the institution for direct and indirect costs of support to the Extended Studies Program. (See policy section C, 3.03). Zero fill; right justify.

68-73 OTHER CURRENT EXPENSE: All other expenses not covered above are to be entered to the nearest whole dollar. Zero fill; right justify.

74-79 CAPITAL OUTLAY: Enter the sum of monies used for capital outlay to the nearest whole dollar. Zero fill; right justify.

80 FORM CODE: Always code as "3".

Specific Coding Instructions
(Course Instruction Form (Code "4")

Institutions shall report course data independently of financial data. If the B-2 is selected as the method of reporting financial data they are to be reported for discrete program types instead of by individual classes. Instructions for reporting financial data are given on pages E-11 and E-12.

A. INSTRUCTIONS FOR REPORTING COURSE DATA

These data are to be reported by individual class. Each class entry shall be completed through column 46. The financial data fields beginning with column 47 and continuing through column 79 must be left blank. Column 80 must be coded "4".

Column

1-4 TERM and YEAR: The first column identifies the term and the next three columns the academic year. (If a class overlaps two academic terms, report the class in the term in which the class ends.) If data are reported only for the full year, which is acceptable, the first column should be coded "1". Otherwise, use the codes to identify the terms and the year for the 1989-90 program as follows:

Term	Code
Summer, 1990	1 9 0 1
Fall, 1990	2 9 0 1
Between term activities	3 9 0 1
Spring, 1991	4 9 0 1

5-8 INSTITUTION NUMBER: The institution number, beginning with column 5, should be entered, using the code number for the institution in the list on page E-14.

9 PROGRAM TYPE:

Code	Program Type
1	Non-Credit
2	Contract
3	Independent Study
4	Space Available
5	Open Classes
6	Extraordinary

(NOTE: The Extraordinary category is to be used **only** to report instruction based upon telecommunications technology. Refer to the policies of the Extended Campus, Part B, 2.01.02 B.)

10-14 DEPARTMENT NUMBER: The department number is assigned by the institution. May include alpha characters. This data field is to be right justified and zero filled. May not be blank.

15-20 DEPARTMENT NAME: The department name is to be abbreviated to not more than six characters. Use the same name for the department that is used on-campus. This data field is to be left justified. May not be blank.

21-25 COURSE NUMBER: The course number should be the same as that listed in the institution's catalog. In most instances alpha characters are used as a suffix. Use columns 21-23 for the numeric portion of the course identification (right justify and zero fill) and columns 24 and 25 for the alpha (left justify). May not be blank.

26-31 SECTION NUMBER: Class sections of a course should be numbered or lettered in accordance with the institution's usual pattern of designation. Each class section should be entered on a separate line. Thus, if English 101 is taught in five sections, each of the five sections should be reported on a separate line. This data field is to be right justified and zero filled.

32-34 CREDIT-HOUR VALUE: The credit-hour value should be reported in semester hours. THESE COLUMNS MAY NEVER BE LEFT BLANK OR COMPLETELY ZERO FILLED. This data field is to be right justified and zero filled. Column 34 is the decimal position; if the class is reported with credit value in whole numbers (e.g., 3 credit hours), column 34 should have a zero.

Credit Value Data Field Example:

Columns:

32	33	34	
0	3	0 =	3.0 credit hours
0	0	5 =	0.5 credit hours
0	5	5 =	5.5 credit hours
1	2	0 =	12.0 credit hours

Credit for courses having both lecture and laboratory sections should be prorated to the nearest whole number for each. For example, a four-credit chemistry course consisting of three one-hour lecture sessions and one three-hour laboratory each week would be reported on two lines of the report form: one line, reporting the appropriate information for the lecture portion of the class; the next line, also with all columns completed, reporting the laboratory information.

Non-credit courses must use an imputed value of credit hours even though the class will be reported as "non-credit." **Fifteen contact hours equals one semester credit.** Do not report unscheduled laboratory or other special class sessions for which no credit is granted. Honors courses and other courses which satisfy institutional degree requirements but which have no designated credit value should be assigned an appropriate credit value by the reporting institution. Separate entries should be made for such classes for each specific value of credit and the enrollment reported as the number of persons receiving that amount of credit.

A course having variable credit should be reported with separate entries for each credit value. The enrollment reported for each entry should be the number of students receiving that amount of credit.

35-38 ENROLLMENT: Report the number of students carried on the official class list for each section. This data field is to be right justified and zero filled. (New independent study enrollments are not reported here but rather with financial data. See part B, following.)

39-41 COUNTY: Code each entry by the code for the county in which the course was taught. See the county code list on page E-15. This data field is to be right justified and zero filled.

42 COURSE LEVEL: The following codes should be used to identify the level of the course:

Code	Level
1	High School/Remedial
2	Non-Credit (always use this code when the program type is Non-Credit)
3	Lower Division
4	Upper Division
5	Graduate

Included under High School/Remedial should be developmental courses taken preparatory for admission to occupational, technical, university parallel-college transfer, or bachelor's degree programs.

Courses designed primarily for freshmen and sophomores should be reported as "Lower Division". Courses designed for juniors and seniors and not normally open to freshmen and sophomores are "Upper Division." Courses designed for students enrolled in masters, post-graduate professional, or doctoral programs should be reported as "Graduate."

Courses coded as non-credit program type (column 9) must also be coded as non-credit course level in column 42. Open Classes offered for credit for which a student might enroll on a non-credit basis should be reported only at the actual level of the class (e.g., "lower division") and not as course level Non-Credit.

43-46 HEGIS TAXONOMY CODE: All HEGIS entries should be the 2-digit (plus two zeroes) codes from the HEGIS code list on page E-14.

47-79 FINANCIAL DATA FIELDS: MUST BE LEFT BLANK.

80 FORM CODE: Always code as "4".

B. INSTRUCTIONS FOR REPORTING FINANCIAL DATA

Financial data may, at the institution's option, be reported through the B-2 system using the instructions that follow, but the Year-End Extended Studies Program Financial Report found as Appendix H in this manual must be used for the final fiscal report. The signatures of the institution's chief fiscal officer and Extended Studies Program director should be affixed.

If the institution also wishes to include financial data in the B-2 report, a single entry is to be made for each program type which shows the total expenditures and revenues for that program type. Program types are:

Code	Program Type
1	Non-Credit
2	Contract
3	Independent Study*
4	Space Available
5	Open Classes
6	Extraordinary (Instruction Delivered Via Telecommunications)

*For the Independent Study program **only**, enter the number of new enrollments in columns 35-38.

Column

1-4 TERM and YEAR: The first column identifies the term and the next three columns the academic year. (If a class overlaps two academic terms, report the class in the term in which the class ends.) If data are reported only for the full year, which is acceptable, the first column should be coded "1". Otherwise, use the codes to identify the terms and the year for the 1988-89 program as follows:

Term	Code
Summer, 1990	1901
Fall, 1990	2901
Between term activities	3901
Spring, 1991	4901

5-9 To be coded the same as the course entries.

Code the remaining columns as follows:

10-14	DEPARTMENT NUMBER:	Zero fill.	
15-20	DEPARTMENT NAME:	LEAVE BLANK.	
21-25	COURSE NUMBER:	LEAVE BLANK.	
26-31	SECTION NUMBER:	LEAVE BLANK.	
32-34	CREDIT-HOUR VALUE:	LEAVE BLANK.	
35-38	ENROLLMENT:	LEAVE BLANK.	**Except enter new Independent Study enrollments. Zero fill; right justify.**
39-41	COUNTY:	LEAVE BLANK.	
42	COURSE LEVEL:	LEAVE BLANK.	
43-46	HEGIS TAXONOMY CODE:	LEAVE BLANK.	

47-54	EXPENSE:	Enter the total expense figure to the nearest whole dollar for the program type. Zero fill; right justify.
55-62	REVENUE:	Enter the total revenue figure to the nearest whole dollar for the program type. Zero fill; right justify.
63-79	LEAVE BLANK.	
80	FORM CODE:	Always code "4."

Institutional Number Codes

Adams State College	0620
Colorado School of Mines	0300
Colorado State University	0410
Fort Lewis College	0510
Mesa State College	0625
Metropolitan State College	0630
University of Southern Colorado	0640
University of Colorado-Boulder	0210
University of Colorado-Colorado Springs	0240
University of Colorado-Denver	0230
University of Colorado Health Sciences Center	0220
University of Northern Colorado	0470
Western State College	0660

HEGIS Codes

0100	Agriculture & Natural Resources
0200	Architecture & Environmental Design
0300	Area Studies
0400	Biological Sciences
0500	Business & Management
0600	Communications
0700	Computer & Information Sciences
0800	Education
0900	Engineering
1000	Fine & Applied Arts
1100	Foreign Languages
1200	Health Professions
1300	Home Economics
1400	Law
1500	Letters
1600	Library Science
1700	Mathematics
1800	Military Sciences
1900	Physical Sciences
2000	Psychology
2100	Public Affairs & Services
2200	Social Sciences
2300	Theology
4900	Interdisciplinary Studies

County Codes

Adams	001	Logan	075
Alamosa	003	Mesa	077
Arapahoe	005	Mineral	079
Archuleta	007	Moffat	081
Baca	009	Montezuma	083
Bent	011	Montrose	085
Boulder	013	Morgan	087
Chaffee	015	Otero	089
Cheyenne	017	Ouray	091
Clear Creek	019	Park	093
Conejos	021	Phillips	095
Costilla	023	Pitkin	097
Crowley	025	Prowers	099
Custer	027	Pueblo	101
Delta	029	Rio Blanco	103
Denver	031	Rio Grande	105
Dolores	033	Routt	107
Douglas	035	Saguache	109
Eagle	037	San Juan	111
Elbert	039	San Miguel	113
El Paso	041	Sedgwick	115
Fremont	043	Summit	117
Garfield	045	Teller	119
Gilpin	047	Washington	121
Grand	049	Weld	123
		Yuma	125
Gunnison	051		
Hinsdale	053	Other States	
Huerfano	055		
Jackson	057	Arizona	904
Jefferson	059	Kansas	920
		Nebraska	931
Kiowa	061	New Mexico	935
Kit Carson	063	Oklahoma	940
Lake	065	Utah	949
La Plata	067	Wyoming	956
Larimer	069	Other States	979
Las Animas	071	Out-of-Country	980
Lincoln	073		

APPENDIX F

The Statewide Extended Campus
Colorado Commission on Higher Education
1300 Broadway, Second Floor
Denver, Colorado 80203

POLICY COMPLIANCE SURVEY, 1991-92

Please check the appropriate space below and/or provide requested information, and provide explanations as necessary. Sign and date the completed form and return it by April 1 to the Director of The Statewide Extended Campus, Colorado Commission on Higher Education.

Name of Institution:_____

1. Name and title of the institutional officer(s) designated to coordinate off-campus programs and serve as liaison to the Commission concerning off-campus programs. (Part B, 1.01)

_____

_____

2. Expenses assumed by the cash-funded Extended Studies Program for administrative effort on behalf of Off-Campus State-Funded programs, if any, were equitably reimbursed from the latter program. (Part B, 1.01)

_____ Yes

_____ No; Explain:_____

_____

3. No off-campus program was initiated or conducted by the institution that was not coordinated through the designated institutional officer(s) and Commission office. (Part B, 1.01)

_____ No (no program so conducted)

_____ Yes; Explain:_____

_____

4. Advertisements, publications, and announcements of programs, policies, and procedures in The Statewide Extended Campus are authorized only by the designated institutional officer(s) or the institutional chief executive officer. (Part B, 1.02)

_____ Yes

_____ No: Explain:_____

_____

5. All advertisements of courses or programs offered through the Extended Studies Program include the required statement indicating that they were offered through that program. (Part B, 1.02)

_____ Yes

_____ No; Explain:_____

_____

6. Instruction offered on military installations is advertised only in publications for military personnel or the specified disclaimer is used in advertisements in civilian publications. (Part B, 1.02; Part C, 2.06)

_____ Yes

_____ No; Explain:_____

_____

7. Off-campus instruction believed to be exempt from The Statewide Extended Campus, instruction which was either "class excursions" or classes requiring special equipment, was submitted for approval by the Commission in advance of the advertisement of or publication of the availability of the instruction. (Part B, 1.03)

_____ Yes

_____ No; Explain:_____

_____

8. A mid-year report of Extended Studies courses and enrollments was provided to the Commission by January 1. (Part B, 2.01.01)

_____ Yes

_____ No: Explain:_____

_____

9. The Extended Studies final, full-year, corrected B-2 print-out edit report, properly signed, and the computer tape were submitted to the Commission by August 31. (Part B, 2.01.02)

_____ Yes

_____ No; Explain:_____

_____

10. The Extended Studies end-of-year financial data, actual or estimated, were submitted by July 15. (Part B, 2.01.02)

_____ Yes

_____ No; Explain:_____

_____

11. Tuition charges have been established for all Extended Studies Program instruction at the approved minimum rates or above. (Part B, 3.00)

_____ Yes

_____ No; Explain:_____

_____

12. When contracts were made for the delivery of Extended Studies instruction the stipulations regarding tuition and fees and quality control were observed and, unless special permission was received, contracts were made only with agencies external to the institution. (Part B, 3.01.03, B)

_____ Yes

_____ No; Explain:_____

_____

13. Refunds of student tuition are granted for Extended Studies course withdrawals only up to one-third of the class meetings or in accordance with a similar institutional policy. (Part B, 3.01.04)

_____ Yes

_____ No; Explain:_____

_____

14. A surcharge has been assessed to Extended Studies students in all cases where classroom, equipment, or facility service fees have been charged. (Part B, 3.01.05)

_____ Yes

_____ No; Explain:_____

_____

15. No liability for theft, damage, or loss of equipment, or damage to facilities has been stated or implied. (Part B, 3.01.05)

_____ Yes

_____ No; Explain:_____

_____

16. Tuition and fees assessed in Off-Campus State-Funded programs were set at levels not less than those charged to on-campus students. (Part B, 3.02)

_____ Yes

_____ No; Explain:_____

_____

17. Students who were enrolled in degree or certificate programs off-campus were admitted under exactly the same standards as students enrolling on-campus. (Part B, 4.01)

_____ Yes

_____ No; Explain:_____

_____

18. Students enrolling in off-campus courses in the Extended Studies Program were not required to be formally admitted to the institution, but if Extended Studies students applied for admission they were required to meet the same admission standards as are applied to students with comparable backgrounds enrolling on-campus. (Part B, 4.02)

_____ Yes

_____ No; Explain:_____

_____

19. Instructors of off-campus classes, if not members of the resident faculty, have qualifications equivalent to those of the faculty appointed to the resident faculty and are subject to the same approval processes as resident faculty. (Part B, 5.01)

_____ Yes

_____ No; Explain:_____

_____

20. Student evaluations of faculty and courses in The Statewide Extended Campus are conducted. (Part B, 5.02; Part D, 4.06)

_____ Yes

_____ No; Explain:_____

_____

21. Extended Studies Program instructors who are full-time members of the resident faculty are restricted to one Extended Studies class per term (unless the policy is expressly modified by the institution's chief academic officer or appropriate school or college dean). (Part B, 5.03.01)

_____ Yes

_____ No; Explain:_____

_____

22. School or college deans, in conjunction with the designated Extended Studies Program officer, were asked to give their approval before resident and adjunct faculty were employed to teach Extended Studies classes. (Part B, 5.03.02)

_____ Yes

_____ No; Explain:_____

_____

23. "Instructors of record" actually served as the primary instructors in all Extended Studies classes. (Part B, 5.03.03)

_____ Yes

_____ No; Explain:_____

_____

24. When instructors are employed from the faculties of other Extended Studies Program institutions, the opportunity is made available for the instructors' institutions to co-sponsor. (Part B, 5.03.04)

_____ Yes

_____ No; Explain:_____

_____

25. Quality standards for instruction in any program in The Statewide Extended Campus are comparable to those for courses in the resident program (e.g. course content, requirements, examinations, grading, etc.). (Part B, 6.01)

_____ Yes

_____ No; Explain:_____

_____

26. Degree programs delivered off-campus have been approved for offering on-campus and are composed of the same curriculum and have comparable academic requirements as the on-campus programs. (Part B, 6.01)

_____ Yes

_____ No; Explain:_____

_____

27. Planned degree programs or major components of degree programs in the Extended Studies Program were proposed formally to and approved by the Commission. (Part B, 6.03.01)

_____ Yes

_____ No; Explain:_____

_____

28. Extended Studies instruction was not offered so as to directly compete with other Extended Studies instruction or campus-based instruction (unless mandated by the legislature; and excluding instruction invited by military or federal officials for delivery at a federal enclave). (Part B, 6.03.03)

_____ Yes

_____ No; Explain:_____

_____

29. Credit courses offered through the Extended Studies Program apply toward a degree at your institution, are listed in the institution's general catalog or have been formally approved by the appropriate faculty committee and/or administrative officer. (Part B, 6.04.01)

_____ Yes

_____ No; Explain:_____

_____

30. Continuing Education Units (CEU) as offered in accordance with the guidelines and criteria of the International Association on Continuing Education and Training. (Part B, 6.04.02)

_____ Yes

_____ No; Explain:_____

_____

31. When Extended Studies instruction involves scheduled classes, the classes are always held (except in cases of emergency). (Part B, 6.04.03)

_____ Yes

_____ No; Explain:_____

_____

32. When Extended Studies instruction is provided in cooperation with school districts the responsibilities itemized in policy 6.04.04 are carried out.

_____ Yes

_____ No; Explain:_____

_____

33. The documents identified in Part B, 6.04.05, A, are kept on file.

_____ Yes

_____ No; Explain:_____

_____

34. **Extended Studies classes are organized to conform to state contact hour/credit hour policies except when variations are approved by the appropriate academic unit. (Part B, 6.04.05 B)**

_____ **Yes**

_____ **No; Explain:**_____

_____

35. **Credit earned through Extended Studies Program courses is not distinguished in institutional student records from credits earned in on-campus courses. (Part B, 6.04.06)**

_____ **Yes**

_____ **No; Explain:**_____

_____

36. **Extended Studies instruction is primarily offered within the institution's assigned geographical service area and defined clearance procedures are followed when instruction is to be offered in another institution's service area. (Part C, 2.01, 2.03)**

_____ **Yes**

_____ **No; Explain:**_____

_____

37. **The institution responds to educational needs within its service area or facilitates a response by another institution. (Part C, 2.02)**

_____ **Yes**

_____ **No; Explain:**_____

_____

38. **Courses delivered off-campus by television or other media are offered through the Extended Studies Program unless they are part of an approved Off-Campus State-Funded Program. (Part C, 2.04)**

_____ **Yes**

_____ **No; Explain:**_____

_____

39. **Unique academic programs are offered, as available, statewide, but notification is provided at least 10 days in advance when such programs are to be offered in another institution's primary service area. (Part C, 2.05)**

_____ **Yes**

_____ **No; Explain:**_____

_____

40. A preliminary plan by the institution for meeting educational needs within the primary service area and a budget request were submitted to the Commission on or before April 1, as requested. (Part C, 3.01)

_____ Yes

_____ No; Explain:_____

_____

41. Budgeted administrative expenses charged to the Extended Studies Program are only the approved expense items associated exclusively with Extended Studies Program activities. (Part C, 3.02)

_____ Yes

_____ No; Explain:_____

_____

42. Extended Studies funds have not supported Resident Instruction programs and staff personnel supported by Extended Studies funds have not been employed in other programs without proportionate reimbursement to the Extended Studies program. (Part C, 3.02)

_____ No (they have not)

_____ Yes; Explain:_____

_____

43. No more than an amount equal to 8 percent of Extended Studies Program personnel costs, both administrative and instructional, at institutions whose Extended Studies Program gross expenses are less than $1 million; or no more than an amount equal to 6.5 percent of Extended Studies Program gross expenses at institutions whose gross expenses are over $1 million has been provided to the institution as reimbursement for overhead expenses and direct costs of services provided. (Part C, 3.03)

_____ Yes

_____ No; Explain:_____

_____

44. Reimbursement for mileage and subsistence is made at rates not exceeding currently authorized state travel regulations. (Part C, 3.05.02)

_____ Yes

_____ No; Explain:_____

_____

45. Major budget revisions were not made without authorization of the Commission's Extended Campus Director. (Part C, 3.06)

_____ No (budget revisions not made without authorization)

_____ Yes; Explain:_____

_____

46. The Extended Studies Program System Support Contribution (SSC) was paid in full on or before March 1 and was paid on the basis of the approved current SSC rate per student credit hour. (Part C, 5.01, 5.03)

_____ Yes

_____ No; Explain:_____

_____

47. Any funds above actual Extended Studies Program expenses are used for additional Extended Studies Program activities consistent with Extended Studies Program goals and policies. (Part C, 5.04)

_____ Yes

_____ No; Explain:_____

_____

48. Any unexpended Extended Studies Program income will be reported to the Commission at the close of the current year and rolled-forward for utilization only in the institution's Extended Studies Program. (Part C, 5.07)

_____ Yes

_____ No; Explain:_____

_____

49. Minimum class sizes have been established for Extended Studies classes to ensure insofar as possible that revenues cover operating expenses in the institution's Extended Studies program. (Institutions approved by the Commission for a subsidy for their Extended Studies programs may be exempt from this policy.) (Part C, 6.00)

_____ Yes

_____ No; Explain:_____

_____

50. No persons attend Extended Studies Program classes who have not registered and paid tuition (except the sponsoring institution's faculty and staff, who pay not less than 50 percent of tuition for registration on a space available basis, and senior citizens). (part C, 7.01, 7.02)

_____ Yes (all persons attending classes have paid tuition)

_____ No; Explain:_____

_____

51. Full-time institutional employees are not enrolled for more than 6 semester hours per fiscal year and part-time employees for not more than a proportional number. (Part C, 7.01)

_____ No (do not exceed limits)

_____ Yes; Explain:_____

_____

52. Extended Studies students were not required to matriculate and pay a matriculation fee. (Part C, 7.05)

_____ No (not required to do so)

_____ Yes; Explain:_____

_____

53. Mandatory student activity, health, or other non-instructional fees are not charged to Extended Studies Program students. (Part C, 7.05)

_____ No (fees not charged)

_____ Yes; Explain:_____

_____

54. Students having Extended Studies Program financial obligations were not allowed to re-enroll or to have transcripts issued (unless a deferred payment arrangement has been made). (Part C, 7.06)

_____ No (not allowed)

_____ Yes; Explain:_____

_____

55. Independent study (correspondence) courses are made available only through the Consortium for Independent Study. (Part C, 8.01.01)

_____ Yes

_____ No; Explain:_____

_____

56. Independent study courses are reviewed for possible revision at least every three years. (Part C, 8.02)

_____ Yes

_____ No; Explain:_____

_____

57. Refunds for independent study courses are not granted beyond 40 days of student enrollment. (Part C, 8.04)

_____ No (not granted)

_____ Yes; Explain:_____

_____

58. When Space Available programs are offered, students are accounted for as Extended Studies Program students and tuition and fees are collected by the Extended Studies program administrative unit. (Part C, 9.00)

_____ Yes

_____ No; Explain:_____

_____

59. When Space Available programs are offered, resident institutions are reimbursed only for direct administrative and instructional expenses of the Space Available program and in an amount not in excess of two-thirds of total tuition and fees generated in the program. (Part C, 9.00)

_____ Yes

_____ No; Explain:_____

_____

60. An annual report, including financial and programmatic data, was submitted for each Off-Campus State-Funded program by September 1. (Part D, 3.06)

_____ Yes

_____ No; Explain:_____

_____

61. All faculty employed or assigned to teach in Off-Campus State-Funded programs met the established criteria for faculty at the institution. (Part D, 4.01)

_____ Yes

_____ No; Explain: _____

_____

62. **Admission standards that students applying to Off-Campus State-Funded programs were required to meet were the same as the admission standards for on-campus students.** (Part D, 4.02)

_____ **Yes**

_____ **No; Explain:** _____

_____

63. **Program requirements and curriculum standards in Off-Campus State-Funded programs were the same as requirements and standards on-campus (except for residency requirements).** (Part D, 4.03 and 4.04)

_____ **Yes**

_____ **No; Explain:** _____

_____

64. **An annual evaluation of each Off-Campus State-Funded program was conducted.** (Part D, 4.06)

_____ **Yes**

_____ **No; Explain:** _____

_____

Signature: _____ Date _____

Signature: _____ Date _____
Designated Institutional Statewide Extended Campus Officer(s)

Signature: _____ Date _____
Chief Academic Officer

[Provide additional explanations or remarks below and attach additional pages, if necessary.]

APPENDIX G

POLICIES, PROCEDURES, PROPOSAL FORMAT, AND CRITERIA FOR NEW DEGREE PROGRAMS OR MAJOR COMPONENTS OF DEGREE PROGRAMS TO BE OFFERED IN THE COLORADO STATEWIDE EXTENDED STUDIES PROGRAM

Degree programs and major components of degree programs offered through the Colorado Statewide Extended Studies Program (1) shall be programs that are already approved to be offered by the institution, and (2) shall have been formally proposed as Extended Studies degree programs and approved by the Commission staff.

Institutions desiring to offer a degree program or a major component of a program shall submit a proposal to the Commission prepared in the format outlined below and responding fully to each item of information requested. Because the program will already be a program approved for offering on-campus by the institution and the request only will be for delivery off-campus, the items of information relate specifically to the delivery of the program at an off-campus site.

The Commission will request review of proposals by the Extended Studies Program Advisory Committee and any institution(s) which may have a special interest in or might be impacted by the program. The Commission staff also will review the proposal and, with consideration given to outside evaluations, will approve or disapprove the off-campus delivery of the program.

A. Criteria and Procedures for the Review of Proposals for the Delivery of Degree Programs Through the Colorado Statewide Extended Studies Program

Degree programs delivered off-campus through the Colorado Statewide Extended Studies Program are an asset to the program as well as to the population served by the program. Delivery of complete degree programs through Extended Studies is encouraged as long as the programs meet the minimum criteria.

Degree programs proposed for delivery through the Extended Studies Program shall be reviewed by the Extended Studies Program Advisory Committee to determine the following.

(1) That the proposed program does not duplicate a program offered by another institution, either a program offered through Extended Studies or on-campus. (Commission policies for the Extended Studies Program include the definition of duplication.)

(2) That no courses are offered that are not an integral part of the degree program.

Other concerns may be raised by the Advisory Committee.

No instruction (except non-credit instruction), either courses or programs, is to be offered through the Extended Studies Program that is not offered on-campus. When degree programs are offered off-campus they are to be the same as the on-campus programs of the same name in all respects.

Off-campus delivery of degree programs requires the sponsoring institution's Extended Studies administrative unit to complete the appropriate proposal format, outlined below, and submit it with a cover memo to the Commission's Statewide Extended Campus Program director.

A copy of the proposal and a synopsis will be provided to each Advisory Committee member. Members of the Advisory Committee should consult with the institutions that they represent. Each Advisory Committee member should submit his recommendation concerning approval of the program to the chairman of the Advisory Committee. The chairman should then provide a letter with a recommendation to the Commission's director of The Statewide Extended Campus. Completion of this review procedure should be within 30 days.

B. Proposal Format

I. Internal and Governing Board Processes

Describe the process used in developing and securing approval for the proposal.

II. Program Description

A. Program Goals

1) Identify the clientele that this program is designed to serve (e.g. part-time, professionals, employees of specific organizations, women, persons training for new careers, etc.).

2) Describe the employment or professional opportunities or outcomes which are expected to result for students completing the degree program. Provide demand and employment data.

3) Describe any formal relationship with other organizations, such as inter-institutional agreements, contracts with businesses or industries, agencies, or associations. Copies of proposed contracts or agreements should be appended.

B. Admission Requirements

1) Describe the admission requirements. If different from general institutional requirements state how and why they are different.

2) Are there enrollment limits or restrictions? If so, describe and explain them.

C. Curriculum

1) Describe the program requirements (such as total hours, credit hour distribution, etc.) and list titles of courses to be offered in the program.

2) Specifically identify and explain any requirements which differ from those pertaining to the same on-campus program. Identify any new courses which are not approved and offered on-campus and describe the procedures and timetables for securing full institutional approval.

3) Provide a specimen curriculum indicating all required courses.

List all regular and adjunct faculty (separately) who will teach in the program and include their academic degrees and rank or position title. Indicate the courses each will teach. Describe the structure for the administration of the program with particular attention to on-site services and coordination. Identify the lines of authority extending from the institution to the program site.

III. Resource Requirements

A. Describe the physical facilities available off-campus for the program in relationship to the minimum needs for a high-quality program.

B. Describe the arrangements that have been made for library resources to be available to students enrolling in the program.

C. Identify the equipment needed to support the program (e.g. laboratories, and computers) and state how it will be acquired.

D. Identify any other resources required and explain how they will be acquired.

IV. Accreditation

Describe any regional or professional accrediting association requirements that relate to this program and indicate effects of such requirements on the planning of the program.

V. Costs to Students

Identify the costs to individual students for:

Tuition (per semester credit hour)
Program Fees (identify)

Also indicate any subsidies to be contributed by businesses, industries, or other organizations; indicate the percentage of student costs that they will support; and describe the basis upon which the support is provided.

VI. Enrollment Projections

Complete Table I, below. Explain separately, in narrative form, the rationale for the enrollment projections and identify the sources of data upon which the projections are based.

VII. Cost and Revenue Estimates

Complete Table II, below. Narratively explain unusual costs or sources of revenue.

TABLE I

Enrollment Projections By Course Number and Title

Course Number and Title	Headcount Enrollment: 1st Year	2nd Year	3rd Year

TABLE II

Cost and Revenue Estimates

Estimated Program Costs	1st Year	2nd Year	3rd Year
1. Faculty	$_____	$_____	$_____
2. Administration	$_____	$_____	$_____
3. Capital Facilities	$_____	$_____	$_____
4. Capital Outlay	$_____	$_____	$_____
5. Library	$_____	$_____	$_____
6. Equipment	$_____	$_____	$_____
7. Other (Identify)	$_____	$_____	$_____

Estimated Revenue By Source

1. Cash Funds			
Tuition	$_____	$_____	$_____
Fees	$_____	$_____	$_____
2. State Funds	$_____	$_____	$_____
3. Federal Funds	$_____	$_____	$_____
4. Other Sources (Identify)	$_____	$_____	$_____
TOTAL	$_____	$_____	$_____

APPENDIX H

YEAR-END EXTENDED STUDIES PROGRAM FINANCIAL REPORT

Institution: _____

Year 19____-____

An end-of-year financial report in this format is due on or before July 15. (An estimated report may be submitted by that date, if necessary. It must be marked as an estimate. A final report must be submitted as soon as final financial data are available.)

REVENUE

	Enrollment	Student Credit Hours	Monies
Credit Program	_____	_____	$_____
Non-Credit Program	_____	_____	$_____
Special Fees; Other Sources of Revenue			$_____
		TOTAL REVENUE	$_____

EXPENSES

	Percent of Total	Monies
Instruction	_____%	$_____
Administration	_____%	$_____
System Support Contribution Based on generation of_____ student credit hours x $1.00	_____%	$_____

(Complete reverse side and affix signatures)

Institutional Overhead $_____

Institutional overhead is limited to not more than 8 percent of Extended Studies Program personnel costs, both administrative and instructional, at institutions whose Extended Studies Program gross expenses are less than $1 million. Institutional overhead is limited to not more than 6.5 percent of gross expenses of the Extended Studies Program at institutions whose gross expenses are over $1 million. Direct costs of institutional services provided to the Extended Studies Program, if any (e.g. admissions, record-keeping, computer services, facilities for offices and classrooms, and any contributions to academic or administrative units), shall be included in the maximum overhead amount claimed. If lower, the costs of such services may be charged to the Extended Studies Program in lieu of overhead. Institutions may provide support services at no cost to the Extended Studies Program and may waive overhead charges.

TOTAL EXPENSES $_____

NET $_____

(Note: The Commission's policy for The Statewide Extended Campus, policy Section IV, Part C, 5.04, requires all revenues from the Colorado Statewide Extended Studies Program to be expended only for Extended Studies Program activities. Sign-off on this form certifies that the institution is in compliance with this policy. Institutions failing to submit a properly signed and complete end-of-year report shall be subject to audit.)

Signed:_____ Date:_____
Institutional Extended Studies Program Director

Signed:_____ Date:_____
Institution's Chief Fiscal Officer

APPENDIX I

Policies and Procedures for State-Supported Institutions of Higher Education to Offer Out-of-State Instruction

1.00 GENERAL POLICIES

In accordance with 23-5-116, C.R.S. 1973, amended 1983, state institutions of higher education may offer instruction, for credit or non-credit, outside of Colorado. Each governing board shall have policies and procedures in place concerning the approval and administration of such courses. Governing boards are required by the statute to notify the Commission of their policies and procedures and to provide an annual report of programs sponsored by the institutions under their control. The statutes prohibit the use of state General Fund monies for out-of-state instruction.

Commission approval of instruction offered in the seven states contiguous to Colorado is not required. (These states are Nebraska, Kansas, Oklahoma, New Mexico, Arizona, Utah, and Wyoming.) Instruction delivered in any of those states shall have received the approval of the appropriate governing board and shall be included in the board's annual report to the Commission. Instruction delivered in any other state requires Commission and governing board approval. Instruction delivered out of the country that is not an approved part of the institution's resident instruction program requires both governing board and Commission approval.

Out-of-state instruction sponsored by four-year institutions may be offered through the Commission-coordinated Colorado Statewide Extended Studies Program or through another administrative structure established by the institution. The Extended Studies Program shall assume no costs of out-of-state instruction not offered as part of the program and no subsidies shall be provided or used for such instruction. The statutes and policies on out-of-state instruction do not affect policies and procedures governing off-campus instruction delivered within the state of Colorado.

2.00 APPROVAL OF OUT-OF-STATE INSTRUCTION

2.01 Delegation of Approval for Out-of-State Instruction to the Executive Director

The Commission Executive Director is delegated the authority to approve instruction delivered by Colorado postsecondary educational institutions beyond the states contiguous to Colorado that meets the statutory criteria. In order to receive Commission approval proposed out-of-state instruction shall meet the following criteria:

A. The proposed program shall have the approval of the appropriate governing board, based on the board's formally-adopted policies and procedures for out-of-state instruction.

B. The proposed program shall be operated fully without state General Fund monies.

C. When academic credit is awarded for courses offered outside of the state of Colorado, it shall be applicable toward a degree from the sponsoring institution.

D. The need for the instruction shall be documented.

E. The ability of the institution to deliver the program without adversely affecting the conduct of its approved role and mission shall be documented.

F. The institution shall have geographic proximity to the delivery site or shall provide evidence that the instruction is particularly related to the institution's role and mission.

The Executive Director shall certify that programs approved for out-of-state delivery meet the criteria stated above and shall report each action at the next regular meeting of the Commission following such action. Institutions may appeal a decision of the Executive Director at the next regularly scheduled meeting of the Commission.

2.02 Procedures for Requests

An institution planning to deliver instruction out-of-state should submit necessary information to its governing board for approval under its policies. The governing board, after approving the program, should submit information on the program in the format outlined in section 2.03, below, and request Commission approval. Programs shall not be offered, advertised, or contracted prior to Commission approval. The request for approval by the Commission should be supported by data, as appropriate, and documents from relevant agencies and organizations.

Re-approval by the Commission is not required if an approved program is offered again in the same location, with the same faculty, the same funding mechanism, and the same administrative arrangements as were originally approved. The Commission may request that boards submit any approved program for re-approval, however.

If a proposal is not received by the Commission prior to the offering of the out-of-state instruction, this will be reported to the General Assembly in the Commission's annual report.

2.03 Format for Requests from Governing Boards

Governing boards requesting approval of out-of-state instruction to be offered in non-contiguous states or out of the country by institutions under their jurisdiction shall provide to the Commission the information itemized below. (The governing board's policies and procedures concerning out-of-state instruction should be on file at the Commission.)

For each program of instruction or course proposed for out-of-state delivery (in non-contiguous states or in other countries) the responsible governing board should provide to the Commission:

A. Evidence that the governing board has approved the program or specific courses proposed for out-of-state delivery.

B. Documentation of need for the instruction. This shall include a statement from an organization or agency requesting the instruction in the particular location and documentation from the responsible state agency in the receiving state, or other appropriate agency, that the proposed program is needed and may be offered in accordance with state statutes or regulations.

Instruction to be delivered on military installations shall be requested by military authorities. Documentation of the request shall be provided.

C. Evidence that the sponsoring institution has the resources available to offer the program of instruction or course without adverse affect upon the institution's ability to carry out its approved role and mission.

D. The source of funds should be stated and evidence provided that General Fund monies will not be used for direct or indirect costs of the out-of-state instruction.

E. Evidence that the proposed program or courses are particularly related to the institution's role and mission.

F. Specific details on the proposed program should be provided as follows:

(1) Identification and Description of the Program and Courses

(a) The field or academic discipline and the institutional departments from which courses will be drawn.

(b) The degree or certificate program of which the instruction is a part.

(2) Identification of the Instructional Staff

(a) Names of regular faculty to be involved.

(b) Names and identification of adjunct faculty to be involved.

(3) Description of Students

The student clientele should be described and an estimate of the number of students given.

(4) Delivery methods

The primary methods of delivering the instruction should be described (e.g., lecture, laboratory, seminar, televised, computer-assisted).

(5) Evaluation

The methods to be used for course and instructor evaluation and for objective evaluation of the total program should be described.

3.00 THE ANNUAL REPORT

An annual report is to be submitted by September 1 to the Commission by the governing board. The report should include the following information for each out-of-state program or course sponsored by an institution under its control. The report should include both programs offered in the seven states contiguous to Colorado and in any other state as well as programs offered in other countries that are not an approved part of the sponsoring institution's resident instruction program.

A. Identification of the program and information on each course offered, as follows:

(1) Number, title, and credits offered;
(2) Name, rank or title, of instructor;
(3) Delivery site;
(4) Enrollment.

B. The number of degrees or certificates awarded, if any.

C. Financial Report

(1) A statement of the total costs of the program including both direct and indirect costs, separately identified, of both administration and instruction.

(2) A statement of revenues from the program's tuition and fees, and, separately identified, any other sources.

(3) The Commission may request detailed itemization of expenses and revenues if further information is required.

D. A description of any arrangements made with other organizations, institutions, or agencies.

E. A narrative evaluation statement concerning the quality of the instruction and the support services.

AUTHORITY OF GOVERNING BOARDS OF STATE-SUPPORTED INSTITUTIONS OF HIGHER EDUCATION TO OFFER COURSES OUTSIDE THE STATE OF COLORADO.

SECTION 1. Article 5 of title 23, Colorado Revised Statutes 1973, as amended.

23-5-116. Governing State Boards - authority to provide out-of-state courses. (1) The governing board of any institution of higher education may offer postsecondary courses at locations outside the state of Colorado for credit applicable toward a degree program. Each governing board shall promulgate policies and procedures concerning the administration of such courses. The policies and procedures shall include, but are not limited to, the following:

(a) A requirement that no state general fund moneys shall be expended in connection with such out-of-state courses; and

(b) A requirement that credit earned for courses offered outside the State of Colorado shall be applicable toward a degree from the sponsoring institution.

(2) The governing board of any state institution of higher education may offer postsecondary noncredit courses at locations outside the state of Colorado. Each governing board shall promulgate policies and procedures concerning the administration of such courses. The policies and procedures shall include, but are not limited to the following.

(a) A requirement that no state general fund moneys shall be expended in connection with such out-of-state courses, and

(b) A requirement that noncredit courses may be provided that are not applicable toward a degree from the sponsoring institution.

(3) Each governing board shall notify the Colorado Commission on Higher Education of policies and procedures promulgated pursuant to this section.

(4) Prior to the offering of out-of-state courses, institutions and governing boards must receive approval from the Colorado Commission on Higher Education. Such approval shall be based on the following criteria: A statement of need for the instruction; evidence of the institution's ability to deliver the program without adversely affecting the institution's approved role and mission; and geographical proximity of the delivery site to the institution; or evidence that the instruction is particularly related to the institution's role and mission.

(5) Out-of-state courses offered in the states of Arizona, New Mexico, Utah, Wyoming, Nebraska, Kansas, and Oklahoma shall be exempt from the provisions of subsection (4) of this section; however, institutions offering courses in these states shall do so upon the approval of their governing boards.

(6) Each governing board shall provide an annual report to the Colorado Commission on Higher Education which describes all courses offered outside the boundaries of the state of Colorado.

(7) This section shall not be construed to limit the authority of the governing boards of state institutions of higher education to offer courses in the state of Colorado.

SECTION 2. Safety clause. The general assembly hereby finds, determines, and declares that this act is necessary for the immediate preservation of the public peace, health, and safety.

Enacted, 1983

APPENDIX J

PROGRAM PRIORITIES AND FTE LIMITS FOR OFF-CAMPUS STATE-FUNDED PROGRAMS FOR FY 1993

A. Program Priorities

1. Rural programs were found to be the highest priority in the Commission's off-campus study completed in 1990. The largest amount of FTE have been designated for rural programs in both FY 1991 and 1992 programs. The Commission has determined that no change in policy will be made for the FY 1993 program.

   a) Within the rural program category the highest priority is instruction delivered to multiple sites through telecommunications technology beyond the defined urban area.

   b) Rural programs utilizing other delivery methods will be second priority.

2. Also as a result of the findings in the Commission's off-campus study, urban areas will be allocated a separate, but lesser, FTE amount.

   a) Programs delivered within the Denver area by Auraria institutions and programs that meet Denver area needs delivered by institutions with statewide responsibility will be first priority for the available urban FTE.

   b) Programs delivered in the defined urban area by non-Auraria institutions that do not have statewide responsibility will have the next priority.

   In the urban area baccalaureate programs shall include only upper division (junior and senior level) classes. The University of Colorado at Denver shall only develop proposals for graduate programs.

3. Governing board priorities assigned to their proposals in each category, rural and urban, will be used by the Commission staff to determine its final funding recommendations.

B. FTE Limits

1. Annual FTE limits are established by the Commission separately for rural and urban programs.

2. For the FY 1993 programs, FTE limits shall be 375 for urban programs and 500 for rural programs.

APPENDIX K

OFF-CAMPUS STATE-FUNDED PROGRAMS

(Cover/Summary Page to Accompany All Proposals)

[ ] New Program
[ ] Continuing Program

Sponsoring Institution:_____

Title of Proposed Program:_____

Proposal for (Year): 19 _ _ - _ _

Projected Final Year of the Program: 19 _ _ - _ _

Proposed Delivery Site:_____
[ ] Urban*
[ ] Rural*

*Defined in CCHE Policy Section IV, Part D. Urban counties are: Larimer, Weld, Boulder, Denver, Jefferson, Arapahoe, Adams, El Paso, Pueblo, Douglas. Other counties are rural.

Delivery Method:

[ ] Classroom, live instruction; ____ %

[ ] Telecommunication; ____ % (specify technology to be used:

_____)

[ ] Other ____ % (specify:_____)

FTE Requested:_____

[ ] Up-front
[ ] Regular Resident Instruction Reimbursement

Governing Board Priority (circle rank, one): 1 2 3 4 5 6 7 8

Signed:_____ Date:_____
For the Governing Board

APPENDIX L

FORMAT FOR THE ANNUAL REPORT AND THE INSTITUTIONAL EVALUATION OF OFF-CAMPUS STATE-FUNDED PROGRAMS

Institutions offering approved Off-Campus State-Funded Programs are required to evaluate each program annually. The evaluation is to be conducted in accordance with Commission guidelines. The evaluation report should be submitted by the appropriate governing board to the Commission along with the governing board's annual report by August 1. Continuation of previously-approved programs is contingent upon a timely submission of the annual report.

The following data should be included in the annual report.

Financial Data

Total the expenses itemized in the categories listed below and total the income by source for each program at each site.

Expenses

Faculty Compensation	$_____
Administrative Costs	_____
Facilities Use Charges	_____
Travel	_____
Telecommunications (for instruction)	_____
Advertising	_____
Other (specify:)	_____
	_____
TOTAL	$_____

Revenue

State Funds	$_____
Tuition	_____
Other (specify)	_____
	_____
TOTAL	$_____

Format for the Annual Report and the Institutional Evaluation
of Off-Campus State-Funded Programs, Continued

Programmatic Data

- Total number of students admitted to the Off-Campus State-Funded Programs (degree, certificate, or endorsement area program) at each site to which the program is delivered;
- Enrollment in each class in each program;
- FTE generated in the program;
- Number of faculty teaching at the off-campus site who are (a) regular faculty who primarily teach on-campus; and (b) adjunct faculty;
- Number of students who continue to enroll in the program once admitted;
- Qualifications of students enrolling at off-campus sites compared to students on-campus; (such as undergraduate gpa and GRE scores for graduate students; admission index figures, or other appropriate data for undergraduates).

Evaluation

- Student achievement in classes at Off-Campus State-Funded program sites compared to the achievement of on-campus students in the same courses; (grade averages; results on licensure examinations; results on comprehensive examinations, other measures of student performance);
- A summary of student evaluations of courses and instructors;
- Findings from institutional evaluations of other factors, such as adequacy (or deficiency) of classrooms, laboratories, computers, library materials;
- The extent to which the institution has been able to provide student services, such as academic advising to off-campus students;
- Other administrative assessments of instruction, institutional services, conditions for learning, or other relevant factors.
- Institutional plans for enhancement of the program or site.

APPENDIX M

The Statewide Extended Campus
Colorado Commission on Higher Education
1300 Broadway, 2nd Floor
Denver, Colorado 80203

INTERINSTITUTIONAL FACILITIES AGREEMENT

This form should be completed and signed by the appropriate institutional officers, both for the institution hosting courses or programs and the officer of the institution sponsoring the instruction. The form should then be forwarded to the Commission's Extended Campus director. The appropriate institutional officers will be either designated Extended Studies directors or officers designated to coordinate Off-Campus State-Funded Programs. These forms should be completed at least 30 days prior to the start of classes at the facility.

1. Name of Program or Course(s):_____

2. Address of Host Site:_____

3. Approximate amount of space to be used:_____

4. Type of space (classroom, labs, etc.):_____

5. Host institution's responsibilities (attach separate sheet, if necessary):_____

_____

6. Sponsoring institution's responsibilities (attach separate sheet, if necessary):_____

_____

7. Estimated costs* related to the use of this specific space and, if applicable, the costs for use of equipment, supplies, and miscellaneous services:

_____

8. Estimated administrative costs* charged by the host institution:

_____

*Each institution will report actual revenues in the annual reports of the Extended Studies program and the Off-Campus State-Funded program.

_____ _____
Designated Extended Campus Officer, Host Institution Date

_____ _____
Designated Extended Campus Officer, Sponsoring Institution Date

_____
CCHE Extended Campus Director Date

INDEX

A NOTE REGARDING PAGE NUMBERING. This policy and procedure document is Section IV of the compendium of Commission policies. It is prepared in the format of the Commission's policy compendium. To facilitate the use of this publication, sequential numbering has been added throughout. This index, as well as the Table of Contents, refers to those numbers.

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Mid-Year Report	January 1
System Support Contribution	March 1
Program Budget Request	April 1
Certification of Policy Compliance	April 1
End-of-Year Fiscal Report	July 15
End-of-Year Program Data Report (B-2)	August 31

Off-Campus State-Funded Programs

Proposal	August 1
Annual Report	September 1

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Annual Report from the Governing Board of Institutions Offering Instruction Out-of-State or Out-of-Country	September 1